Academic Workload Planning System

User Guide
2014

Questions and/or feedback on the User Guide should be forwarded to workloads@acu.edu.au

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1.1	10 Aug 2011	Anne Ferreira	Updated logo
1.2	13 Aug 2011	Anne Ferreira	Updated footer
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2.1	12 Mar 2013	Colleen Máté	Revision to reflect changes to the 2013 Academic Workload Planning System arising from enhancement of the Academic Workload Model
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Project Information

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1 Academic Workload Planning System

The Web based Academic Workload Planning Application complies with the Academic Workload Framework within the Australian Catholic University Staff Enterprise Agreement 2010 – 2013 and the Academic Workload Model.

The Staff Enterprise Agreement 2010-2013 identifies a number of Academic Career Pathways and the Academic Workload Planning System includes these pathways. The system provides a planning model for each of the Academic Career Pathways. These pathways are as follows:

- Teaching and Research
- Teaching-focussed
- Research-focussed
- Research-only
- Academic Leadership/Service

The Academic Workload Planning System User Guide is designed to assist new users of the system and inform experienced users of minor changes.

1.1 New User

Go to the ACU home page and select ACU Staff, Quicklinks, Academic Workloads or Tools and Services then Workloads:

- Select relevant academic year
- Click login (top RH corner) and log in using your usual login and password.
- You will be asked to sign in as a new user. Select your School from the School drop-down menu and click **Sign Up.**
- Select the relevant year again. You are now logged in.

1.2 Roles and Permissions

There are varying levels of permission for access to the Academic Workload Planning System which includes:

- **Staff** are able to read their own workload and the Workloads of all staff in their own school. They do not have access to any other school.
- **Head of School/Equivalent** is able to read, edit and publish/unpublish data for his/her own school.

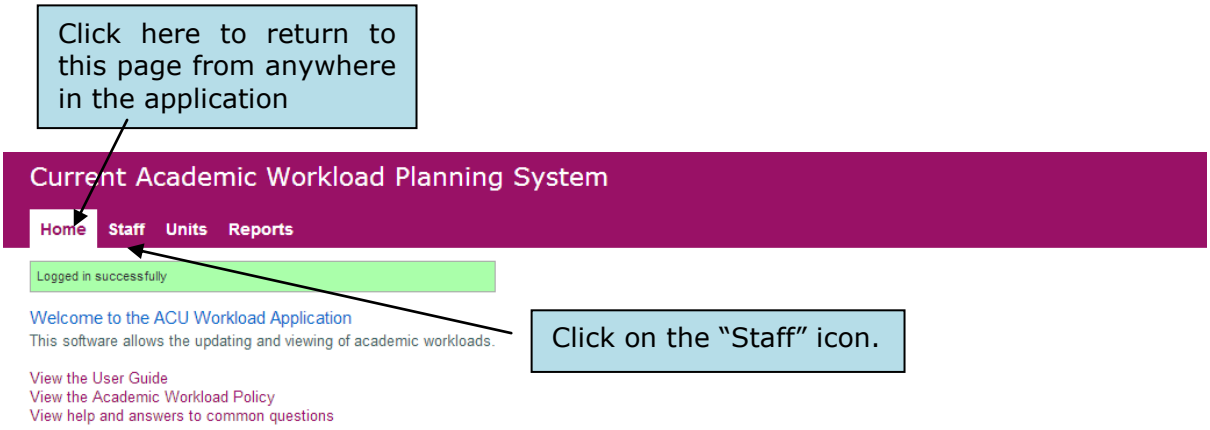
- The **Executive Dean** is able to read and edit data for all schools in the Faculty. Executive Deans also have read access to all other Faculties (schools).

- **Provost (DVC)** and **HR (relevant officers)** are able to read and edit all schools/faculties/organisational units.

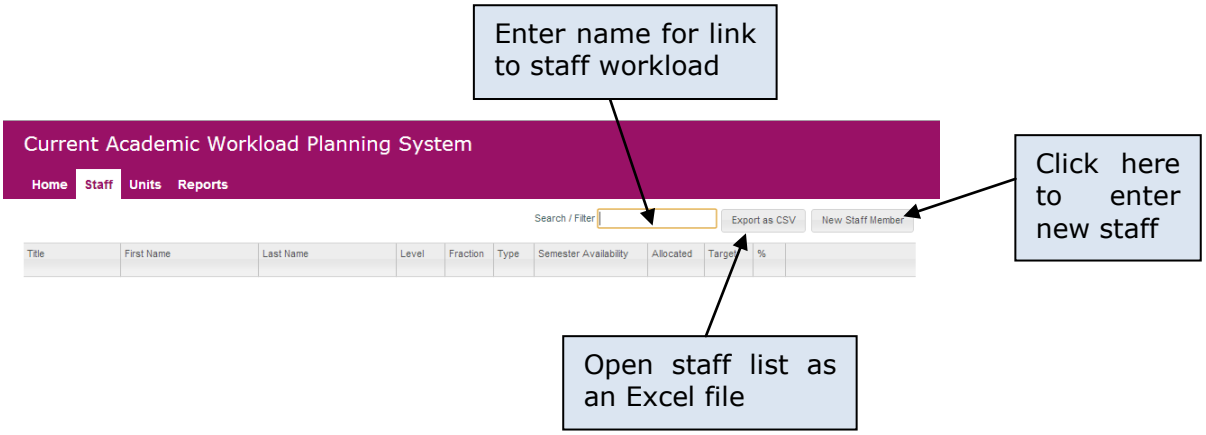
2 Staff List

There are four headings on the Welcome page when you log in

Home Staff Units Reports


Click here to return to this page from anywhere in the application
Current Academic Workload Planning System
Home
Staff
Units
Reports
Logged in successfully
Welcome to the ACU Workload Application
This software allows the updating and viewing of academic workloads.
View the User Guide
View the Academic Workload Policy
View help and answers to common questions
Click on the "Staff" icon.

The Staff button links to the page that lists the staff members in your school. Staff will appear under the headings shown in the diagram below. It displays information that has been entered in **Staff Details.**

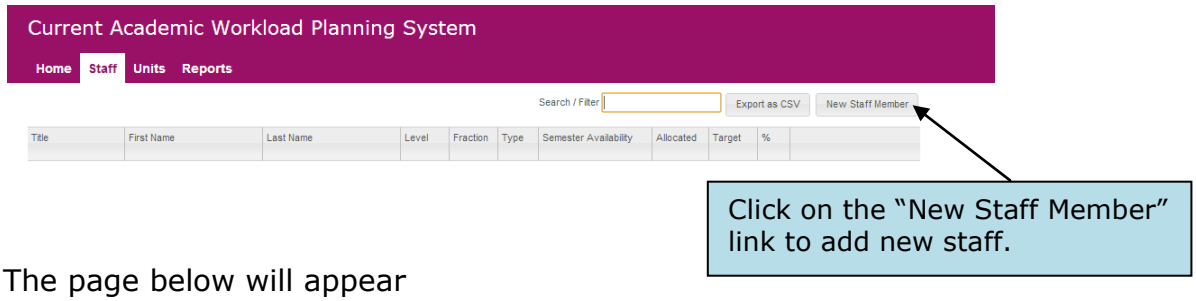


Column Headings

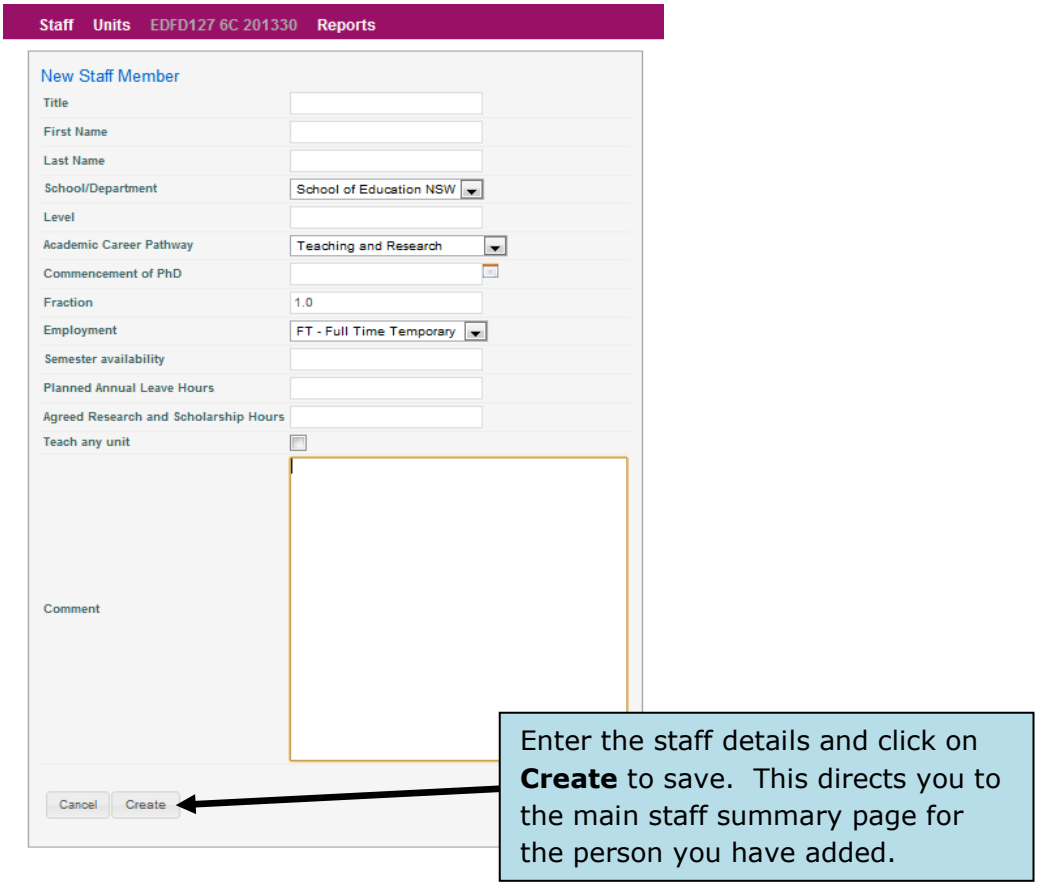
The button at the top of each column allows you to sort the list. Only one column is sorted at any one time.

Sort Type	Description
Title	Clicking sorts the column alphabetically, clicking again reverses the order.
First Name	Clicking sorts the column alphabetically, clicking again reverses the order.
Last Name	Clicking sorts the column alphabetically, clicking again reverses the order.
Fraction	Clicking sorts the column numerically, clicking again reverses the order.
Semester Availability	Clicking sorts the column numerically, clicking again reverses the order.
Target	Target workload hours for the staff member (see Section 8). Sorts numerically, clicking again reverses order.
% Allocated	% of planned staff workload hours entered into the Academic Workload Planning System. Sorts numerically, clicking again reverses order.

3 Add New Staff



The page below will appear

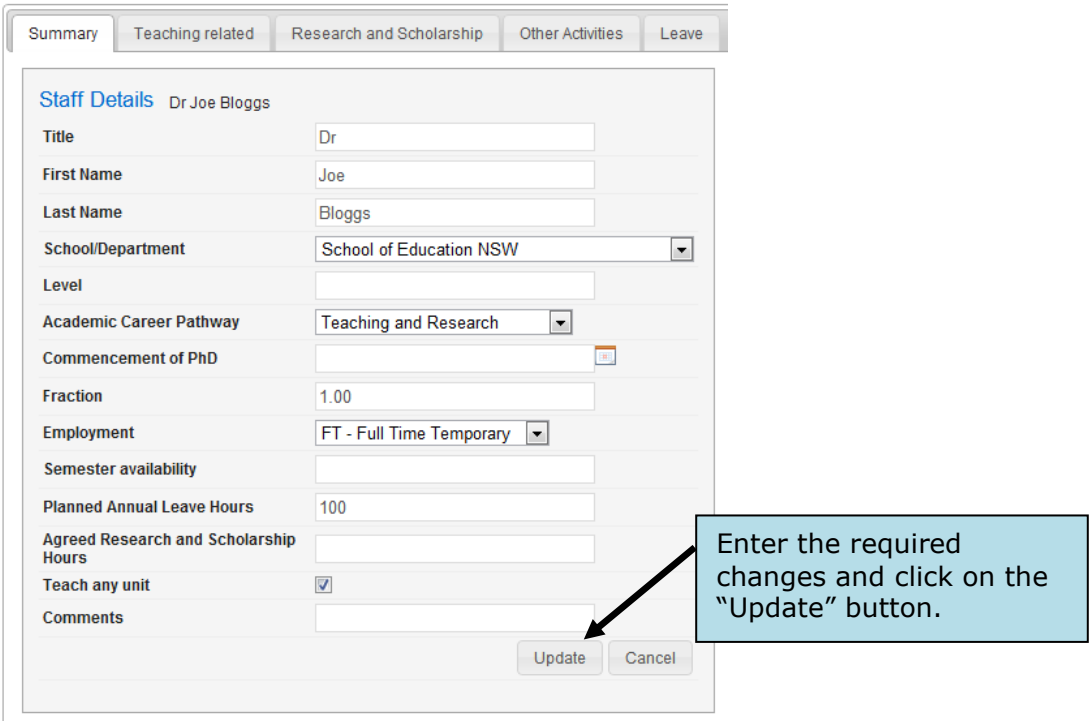


Note:

- The fields are explained under **Edit Existing Staff** (Section 4).
- If you want to return to the Staff List, select **Staff**.

4 Edit Existing Staff

Click on **Edit** in the **Staff Details** box on the main summary page.
The edit page (shown below) allows you to change any staff details.



Academic Career Pathway

The diagram above shows a drop down menu labelled Academic Career Pathway. Select the appropriate academic career pathway for the staff member. (Please note this should reflect the formally agreed academic career pathway).
The default setting is Teaching and Research.

Commencement of PhD

If a staff member is enrolled in a PhD, enter the commencement date via the date picker, or enter in the format: day, name of month, year, e.g. 25 Feb 2011.

Planned Annual Leave Hours can be added to assist in workload planning. These hours are not included in the workload calculations.

Agreed Research and Scholarship Hours

This field has been added to assist the HOS/Equivalent and staff member in managing a workload when Research and Scholarship hours exceed the target hours. This is more likely to be used in circumstances where a Teaching and Research staff member has significant research outcomes (n-2) with the associated workload for a given year.
The hours shown in this field is the agreed workload allocation for the year that differs from the sum of Research and Scholarship hours (n-2) and will act to over-ride the value of the Research and Scholarship hours indicated in the Research and Scholarship tab.

Clicking the **Teach any unit** box allows any unit from any school/organisational unit to be added to the staff member's allocated teaching workload hours, through their Teaching Summary. (More details in Section 10).

The staff member's name will be included in the Unit Summary page for the relevant unit.

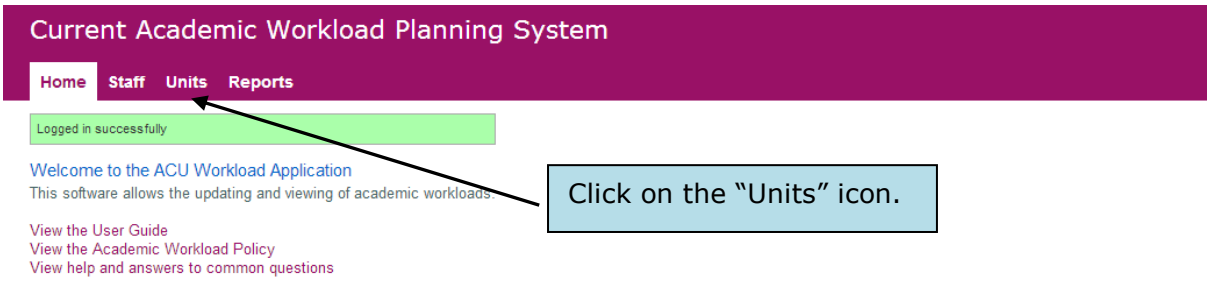
Note:

When editing is complete, click **Update**. This directs you back to the main staff summary page.

The workload hours displayed in the Staff Summary box are determined by the Academic Career Pathway. (More details in Section 8).

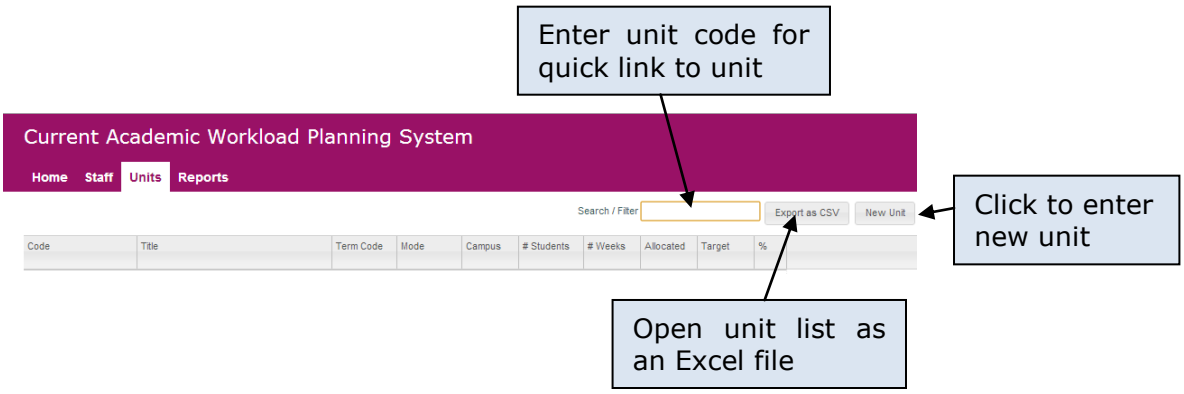
5 Add or Edit a Unit

Click on **Units**


Current Academic Workload Planning System
Home
Staff
Units
Reports
Logged in successfully
Welcome to the ACU Workload Application
This software allows the updating and viewing of academic workloads.
View the User Guide
View the Academic Workload Policy
View help and answers to common questions
Click on the "Units" icon.

The button takes you to the list of units in your school. Units will appear under the headings shown in the diagram below. It displays information that has been rolled from Banner.

The list of units administered by a school is rolled from Banner in August of the preceding year. Units on the list have an allowed enrolment greater than 0. If the enrolment is set to 0, a unit will not roll. If a later decision is made to conduct one these units, it must be set up through **New Unit** which allows you to enter new unit details. You may, at times, get a message "unit already exists" this means the unit is on the AWPS, but has been deactivated by the School. Requests for restoration of the unit should be emailed to HR@acu.edu.au



Units are listed in groups which correspond to the annual study periods. Clicking on the button to the left of the study period will expand or collapse the group.

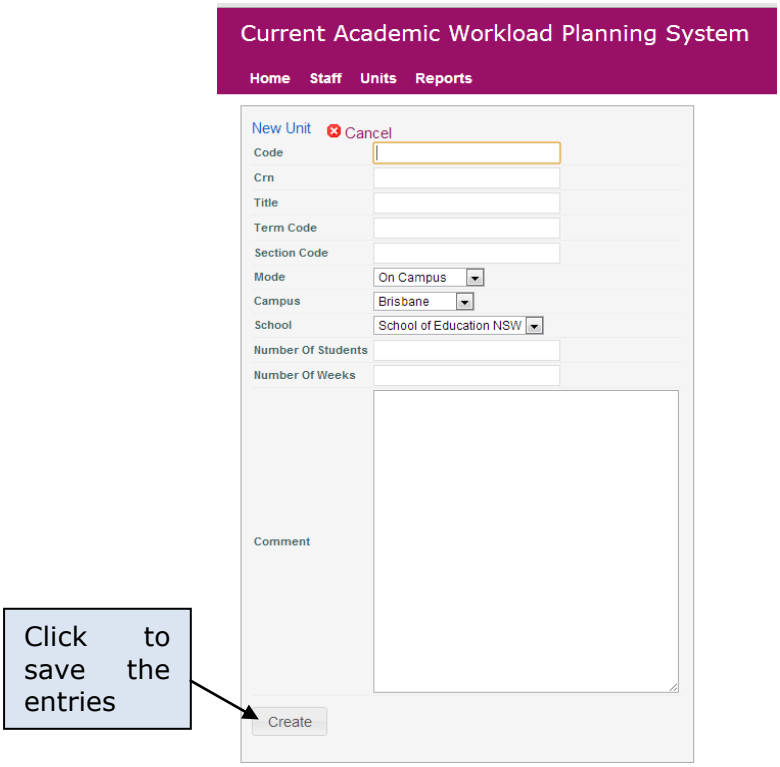
The unit remains within a group when any sorting occurs. The units in the list are grouped into teaching periods to assist with the chronological display of units under Teaching Summary.
The unit list is not paginated and you may find it convenient to collapse the groups so it is easier to see the column headings.

Column Headings

The button at the top of each column allows you to sort the list (see below). Only one column is sorted at any one time.

Sort Type	Description
Code	Lists units by Banner code. Clicking sorts the column alphabetically/numerically, clicking again reverses the order.
Title	Clicking sorts the column alphabetically, clicking again reverses the order.
Term Code	Clicking sorts the column chronologically, clicking again reverses the order.
Mode	Units grouped into fully online, mixed mode and on campus. Clicking reverses the order.
Campus	Shows the campus on which the unit is taught. If a school is responsible for the delivery of a unit on more than one campus, the name of each campus is shown. Clicking sorts the column alphabetically, clicking again reverses the order.
Students	Number of students in the unit. Clicking sorts the column numerically, clicking again reverses the order.
Weeks	Duration of the units (weeks). Sorts numerically, clicking again reverses order.
Allocated	Workload hours allocated to the unit through the Teaching Summary for staff teaching the unit or through Unit Set Up. Clicking sorts the column numerically, clicking again reverses the order.
Target	The number of workload hours required for the teaching of the unit (entered in Unit Set Up). Clicking sorts the column numerically, clicking again reverses the order.
Allocated	% of the Target hours that have been allocated to teaching staff. Clicking sorts the column numerically, clicking again reverses the order.

This screen is used to add a new unit onto the system. When, clicking on New Unit, the page below will appear.



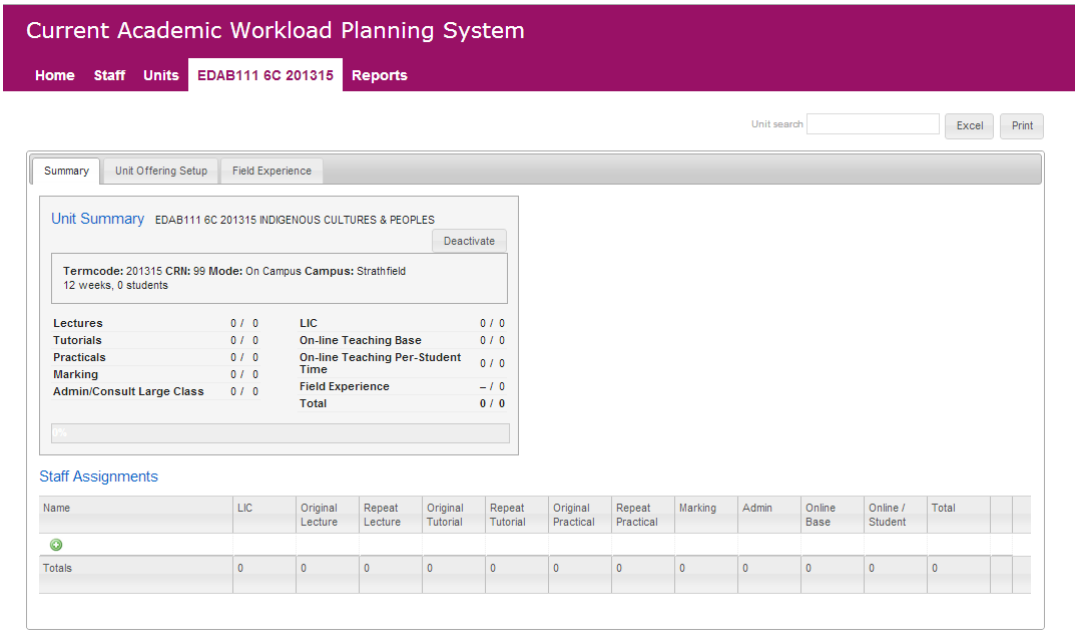
Note:

- Enter the unit details.
- The Code, CRN, Title, Term Code, Section Code must be identical to the Banner data.
- Units added to Banner later than August will not be on the list of units and should be added to the AWPS manually.
- Unit Offering Setup for existing units will roll from 2013 to 2014.
- If you cannot add a unit and see a message "unit already exists", you should contact workloads@acu.edu.au or HR@acu.edu.au and request that the unit be "reactivated".

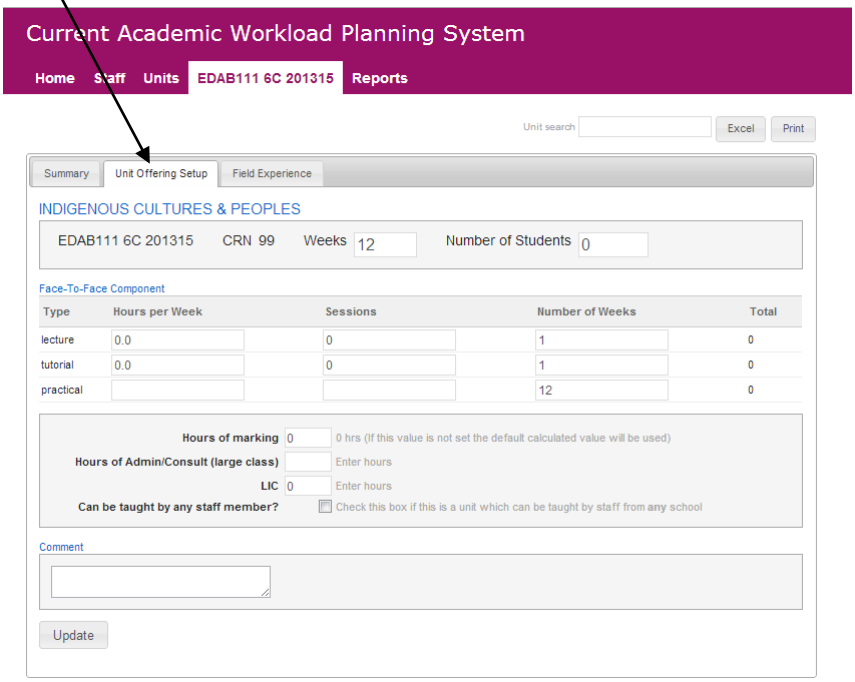
6 Unit Setup for New Units/Edit Existing Unit

6.1 Face-to-Face Units

Select the unit from the Unit List to display the Unit Summary page, or enter the unit code in the Search box.



Click on Unit Offering setup



You are able to change the number of weeks and the number of students.

Unit setup records the number of teaching hours required in order to teach a unit. It is not related to workload hours.

Face-to-Face component

Type	Hours per Week	Sessions	Number of weeks	Total
lecture	Number of lecture hours (each week) stated in the unit outline	Default setting is 1, but if a lecture is repeated, this can be changed to 2 or more sessions.	Default setting is 12, but the number can be changed	
tutorial	Length of one tutorial	Number of tutorial classes per week	Default setting is 12, but the number can be changed	
practical	Length of one practical	Number of practical classes per week	Default setting is 12, but the number can be changed	

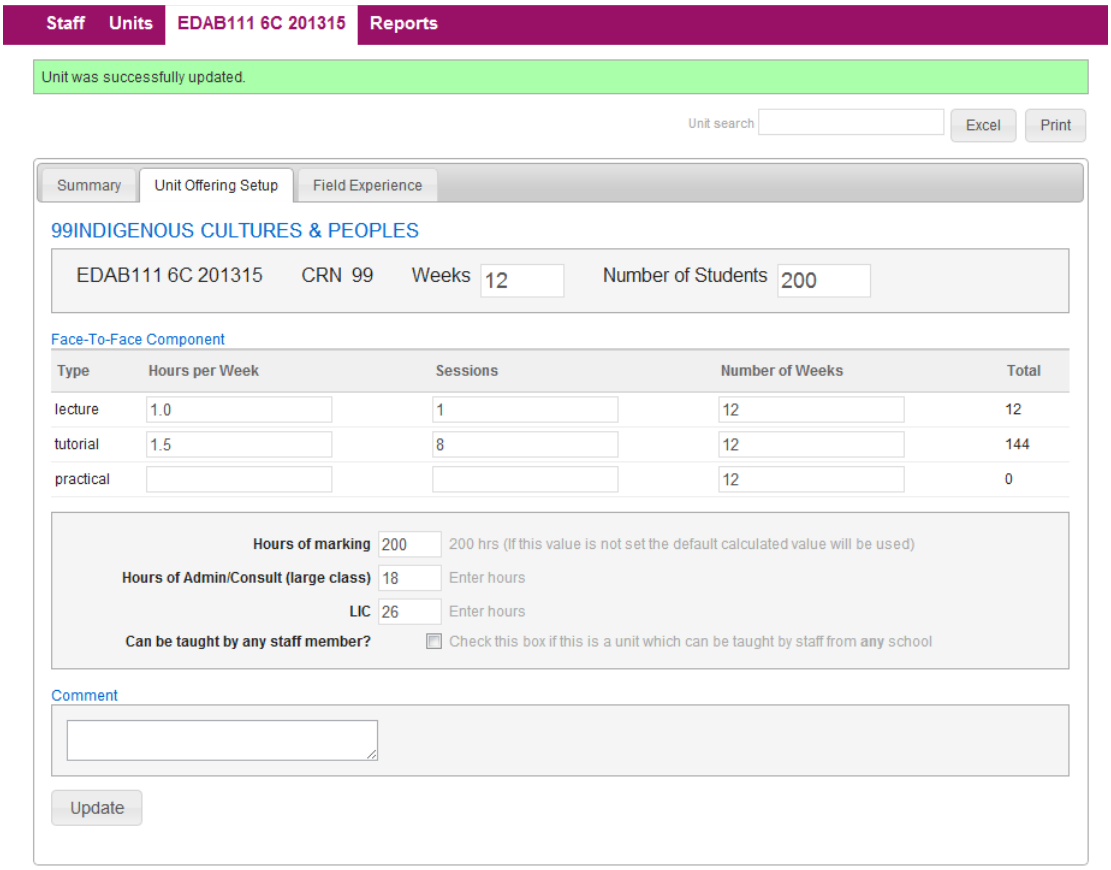
Hours of marking are automatically calculated from the number of students in the unit. You are able to over-ride this and enter a value.

Hours of Admin/Consult (large class). Enter the number – determined by HoS/Equivalent. (Academic Workload Model, A8.)

LIC – enter the value appropriate for the size of the unit.

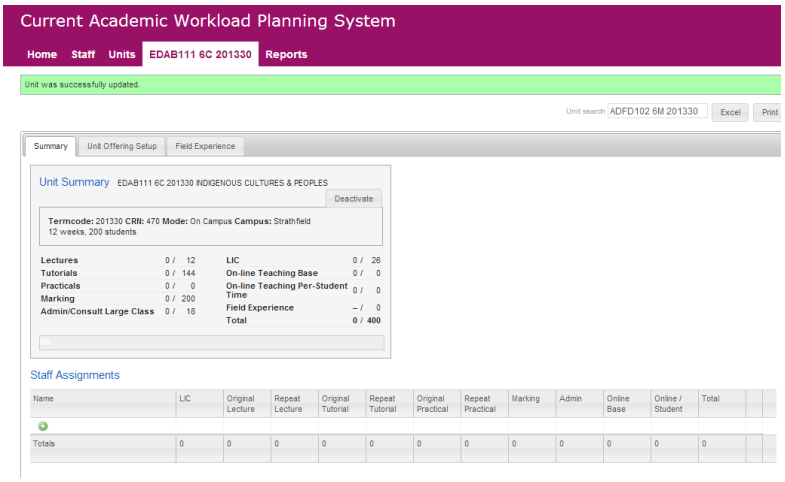
(Academic Workload Model A9, A10, A11 or A12.)

In the example below, EDAB111 has 200 students; 1 hour lecture per week, a tutorial is 1.5 hours, 8 tutorial groups for 12 weeks. Admin/consult (large class) is 18. LIC allowance is 26 (more than 3 tutors).



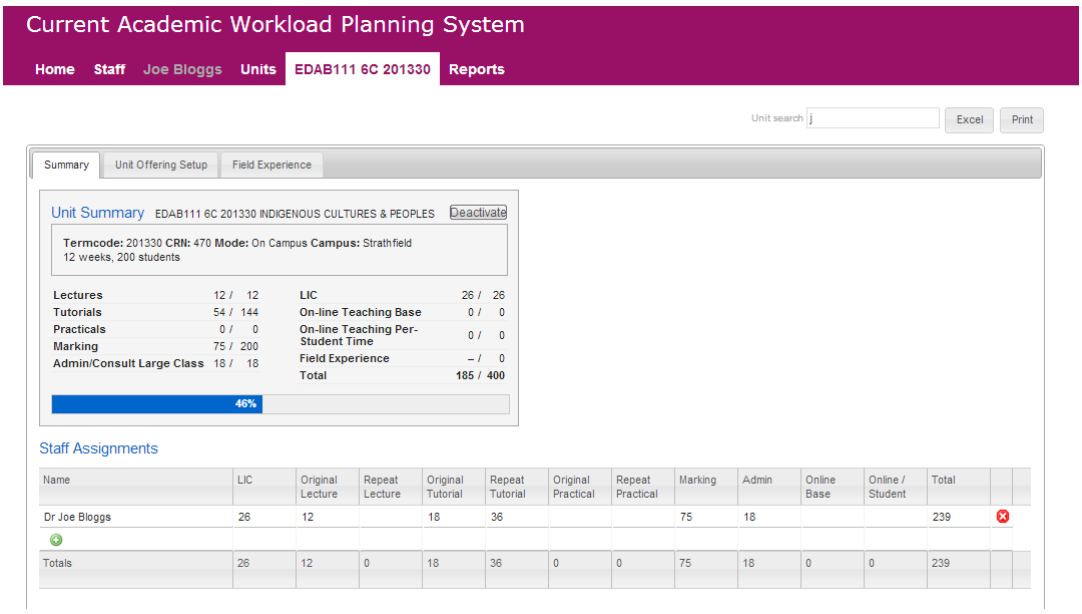
You must click the Update button to save all the information.

Summary displays the number of teaching hours required for each component of the unit. The data you entered on the Unit Offering Setup page is displayed in the Summary.


Current Academic Workload Planning System
Home Staff Units EDAB111 6C 201330 Reports
Unit was successfully updated.
Unit search ADFD102 6M 201330 Excel Print
Summary Unit Offering Setup Field Experience
Unit Summary EDAB111 6C 201330 INDIGENOUS CULTURES & PEOPLES
Deactivate
Termcode: 201330 CRN: 470 Mode: On Campus Campus: Strathfield
12 weeks, 200 students
Lectures 0 / 12
Tutorials 0 / 144
Practicals 0 / 0
Marking 0 / 200
Admin/Consult Large Class 0 / 18
LIC 0 / 26
On-line Teaching Base 0 / 0
On-line Teaching Per-Student Time 0 / 0
Field Experience – / 0
Total 0 / 400
Staff Assignments
Name LIC Original Lecture Repeat Lecture Original Tutorial Repeat Tutorial Original Practical Repeat Practical Marking Admin Online Base Online / Student Total
Totals 0 0 0 0 0 0 0 0 0 0 0 0

Staff can be assigned to a unit through the Staff Assignments grid (see Section 10). The data entered through Staff Assignments will be recorded in the Teaching Summary and the Teaching and related allocated workload hours for the staff member. Clicking on the staff name will link to the staff's Teaching Summary.

If staff have already been assigned to the unit through the Staff Teaching Summary, their name will appear in the Staff Assignments grid and their lecture, tutorial, marking hours are included in the Unit Summary. For example:

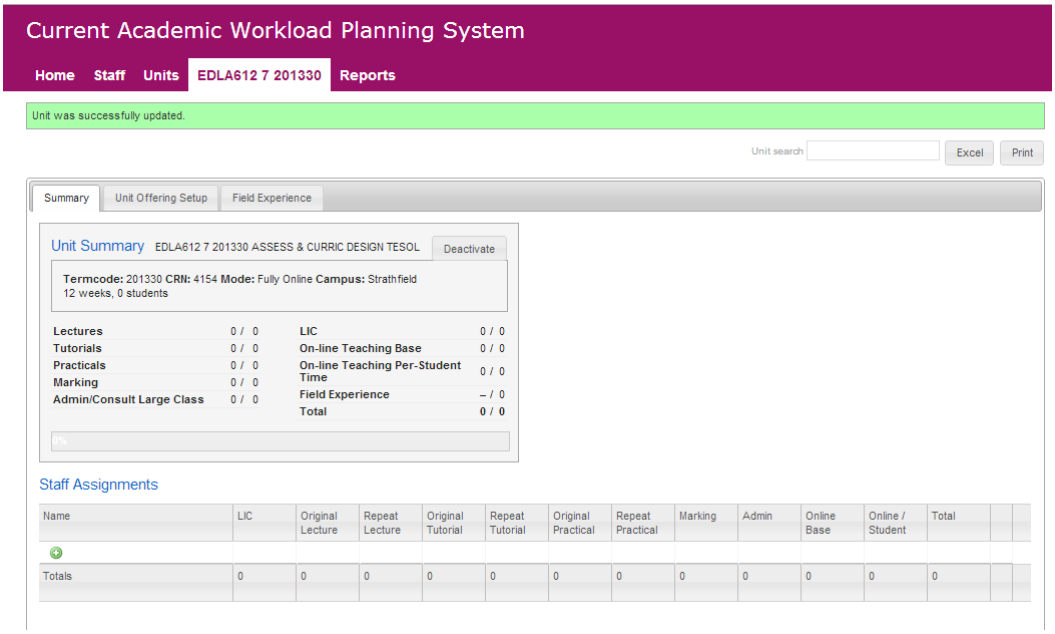

Current Academic Workload Planning System
Home Staff Joe Bloggs Units EDAB111 6C 201330 Reports
Unit search j Excel Print
Summary Unit Offering Setup Field Experience
Unit Summary EDAB111 6C 201330 INDIGENOUS CULTURES & PEOPLES Deactivate
Termcode: 201330 CRN: 470 Mode: On Campus Campus: Strathfield
12 weeks, 200 students
Lectures 12 / 12
Tutorials 54 / 144
Practicals 0 / 0
Marking 75 / 200
Admin/Consult Large Class 18 / 18
LIC 26 / 26
On-line Teaching Base 0 / 0
On-line Teaching Per-Student Time 0 / 0
Field Experience – / 0
Total 185 / 400
46%
Staff Assignments
Name LIC Original Lecture Repeat Lecture Original Tutorial Repeat Tutorial Original Practical Repeat Practical Marking Admin Online Base Online / Student Total
Dr Joe Bloggs 26 12 18 36 75 18 239
Totals 26 12 0 18 36 0 0 75 18 0 0 239

If the unit has been setup for a previous year, values in the Unit Offering Setup can be changed, but remember to click **Update** to store the new data.

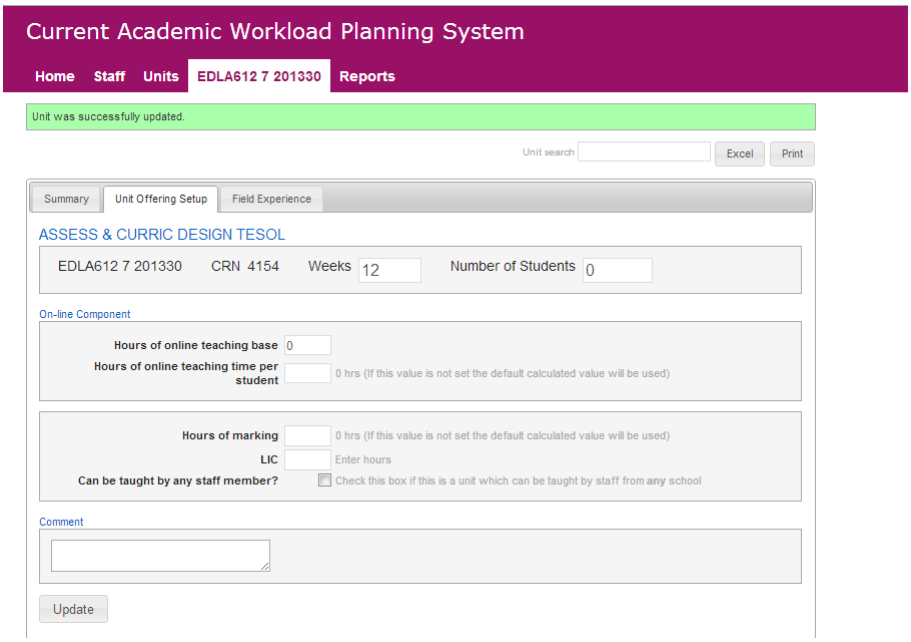
The blue bar shows that staff are assigned to 46% of the teaching hours for the unit.

6.2 Fully Online Units

Online units are identified by their code, e.g. EDLA612 **7** 201330. **7** indicates an online unit. When an online unit is selected from the Unit List, the Summary page looks the same.



But the Unit Offering Setup page is different.


Current Academic Workload Planning System
Home Staff Units EDLA612 7 201330 Reports
Unit was successfully updated.
Unit search
Excel
Print
Summary
Unit Offering Setup
Field Experience
ASSESS & CURRIC DESIGN TESOL
EDLA612 7 201330 CRN 4154 Weeks 12 Number of Students 0
On-line Component
Hours of online teaching base 0
Hours of online teaching time per student
0 hrs (If this value is not set the default calculated value will be used)
Hours of marking
0 hrs (If this value is not set the default calculated value will be used)
LIC
Enter hours
Can be taught by any staff member?
Check this box if this is a unit which can be taught by staff from any school
Comment
Update

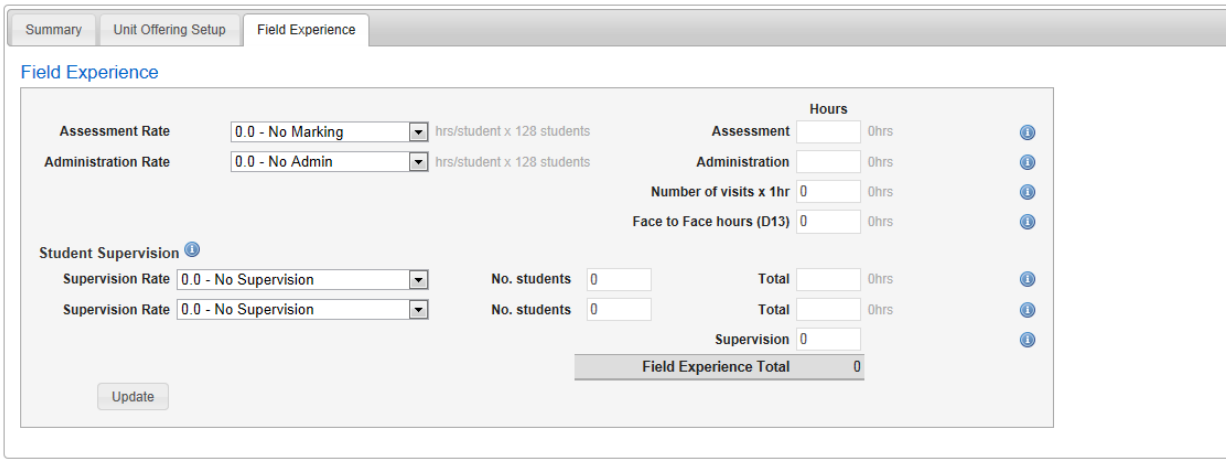
Values can be changed if necessary. Staff are added to an online unit in the same way as a face-to-face unit. (Entered in Staff Assignments).

6.3 Field Experience Units

Each of the Faculties has a different model of Field Experience. These variations are accommodated by a number of options under the Field Experience Tab.

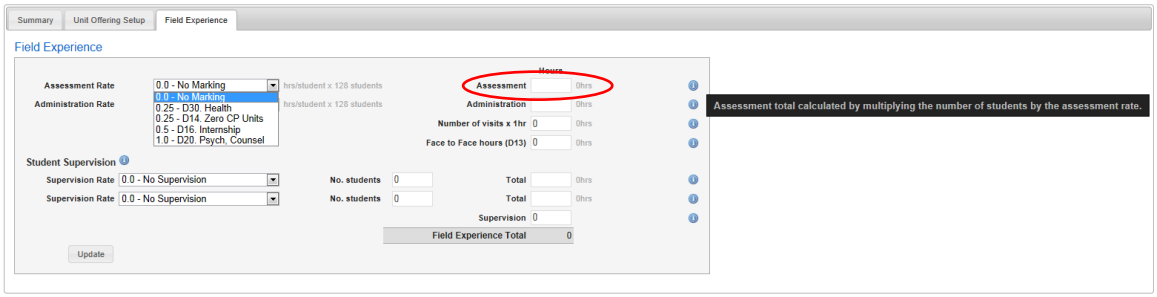
The **Field Experience** tab provides a tool to assist in calculating the number of hours required to conduct the Field Experience unit. The entries in this Tab are not linked to workload hours for a staff member.

NOTE. Workload Allocations for FExp LIC, FExp Marking, FExp Administration, FExp Onsite, FExp Supervision or FExp Contact should be entered manually through the drop-down menu for **Other Activities** on the staff member's main page.



Assessment Rate

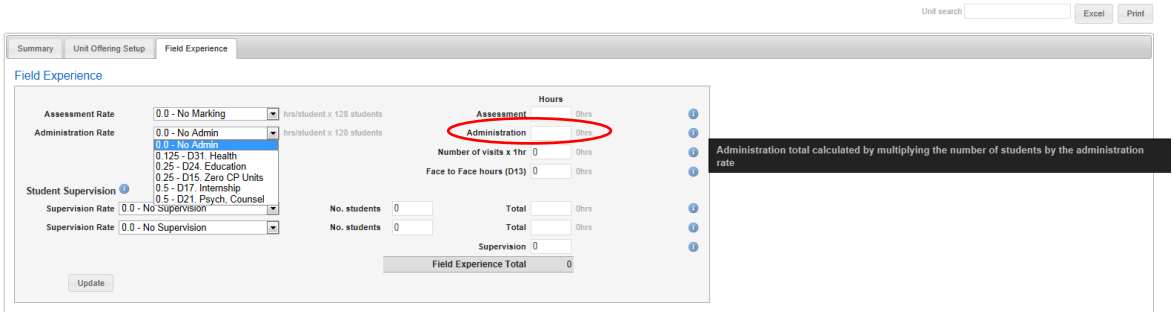
The drop down menu (see below) shows the assessment hour allowance per student in the various categories. Select the appropriate rate. (Hover over the blue information button on the right of the line for an explanation of the calculation).



Assessment hours will automatically show (in pale gray) after updating. You can also enter assessment hours in the cell. This overrides the automatic calculation.

Administration Rate

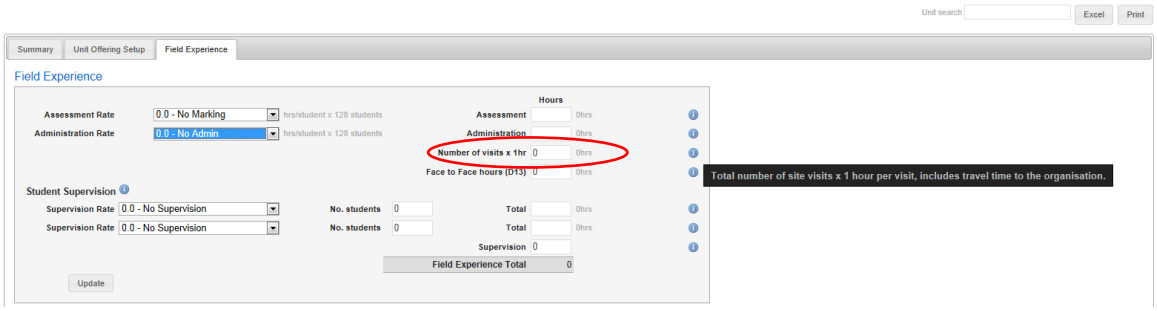
The drop down menu (see below) shows the administration hour allowance per student in the various categories. Select the appropriate rate. (Hover over the blue information button on the right of the line for an explanation of the calculation).



Administration hours will automatically show (in pale gray) after updating. You can also enter administration hours in the cell. This overrides the automatic calculation.

Site Visits

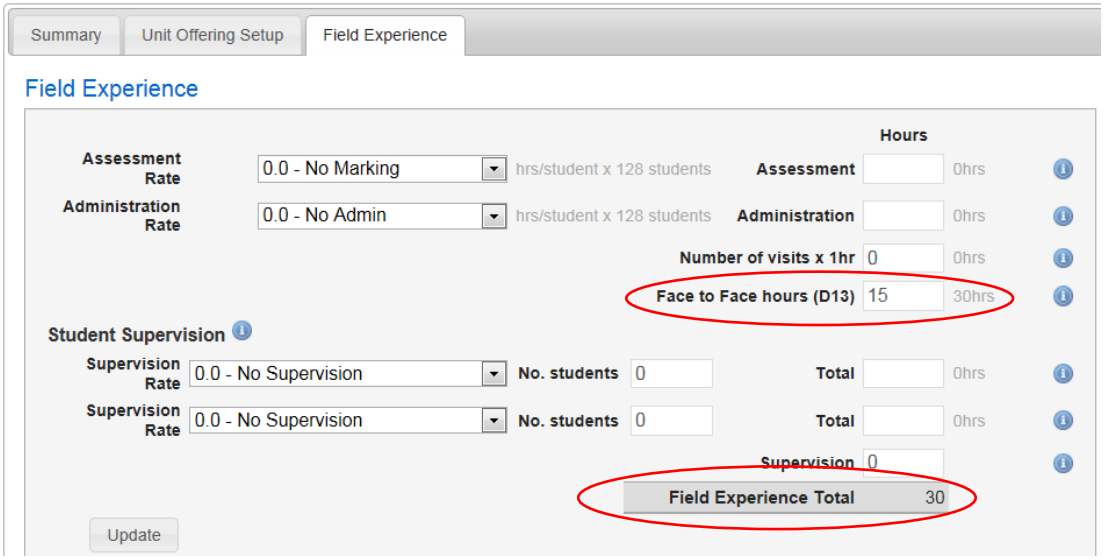
All Faculties have an allowance of 1 hour per site, including travel. The allowance for this is entered in Number of visits x 1 hr (see below).



Face-to-Face Hours

Field Experience, **D13** in the Academic Workload Model allocates 2 workload hours per hour of face-to face contact for: Class contact time including case conferences, information sessions, seminars and focus groups.

Enter the total number of face-to-face hours, for example 15 and Update. The hours are included in the Field Experience Total.

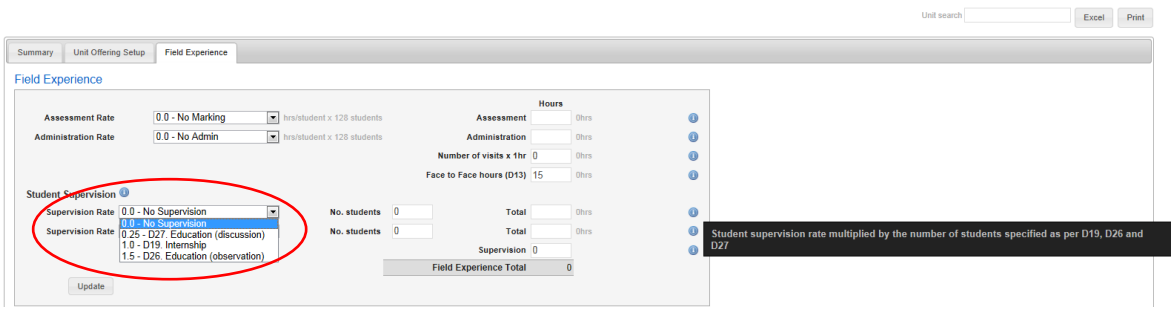


Student Supervision

The drop down menu (see below) shows the supervision hour allowance per student in the various categories.
Select the appropriate rate and enter the number of students.

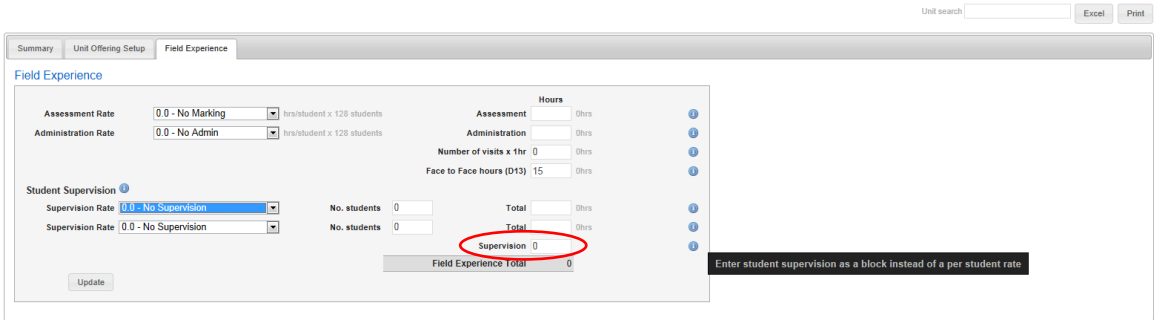
The blue information button on the right of the line explains the calculation.

Supervision rate appears twice because Education has two different rates depending on the extent of the school visit.



On-site supervision hours are not fixed for D23. (Psychology, Counselling, Social Work and Youth Studies including Psychology Practicum and Casework, Counselling Practicum, Social Work Field Placements and Youth Work Field Placements).

The total hours for this type of supervision should be entered in Supervision (see below).



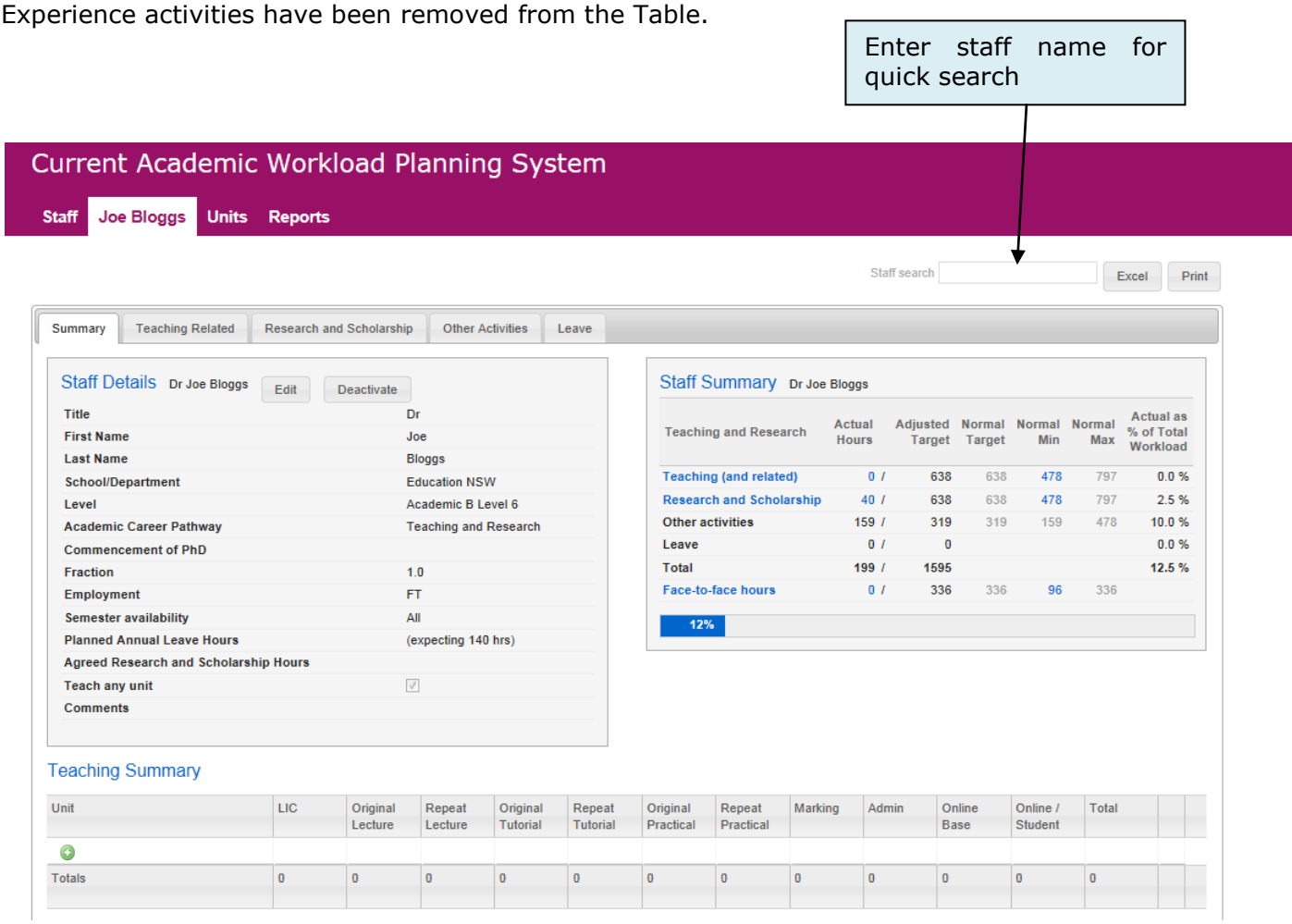
Be sure to click **Update** before you leave the page.

The Unit Summary page shows the total Field Experience hours.

Staff workload for a Field Experience unit should be entered manually through the drop-down menu for Other Activities on the staff member's main page.

7 Staff Summary Page

The Summary page has been modified and updated to reflect minor changes to the Academic Workload Planning System. Since Field Experience workload hours have been re-allocated from *Teaching and Related* to *Other Activities*, the Teaching Summary Table has changed. Columns for Field Experience activities have been removed from the Table.



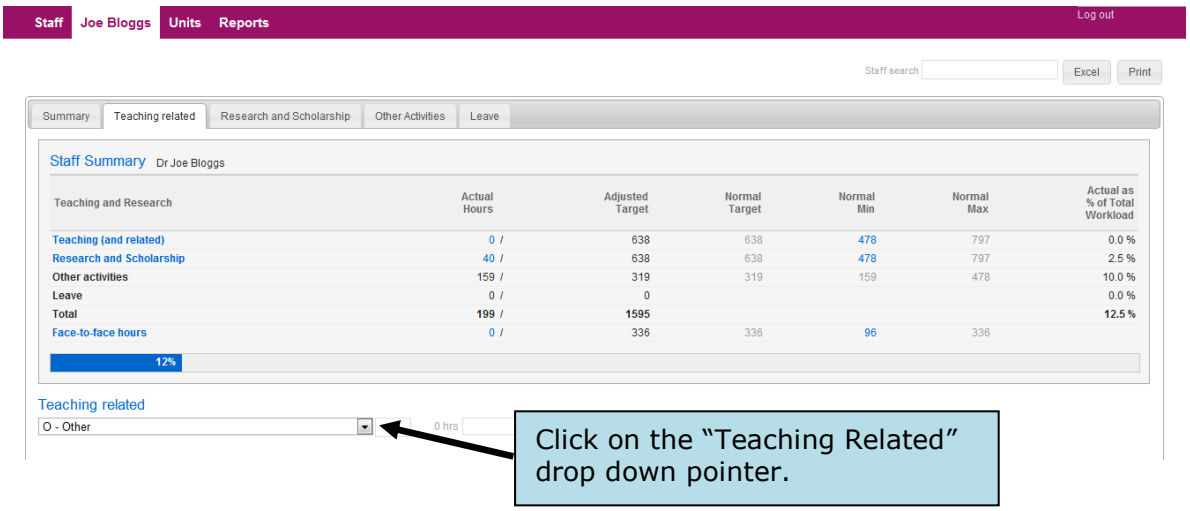
Staff Search will take you to the Staff Summary page for a staff member.

Print allows the academic workload of the staff member to be printed in HTML (landscape). Excel displays the workload as excel file which may be saved and printed.

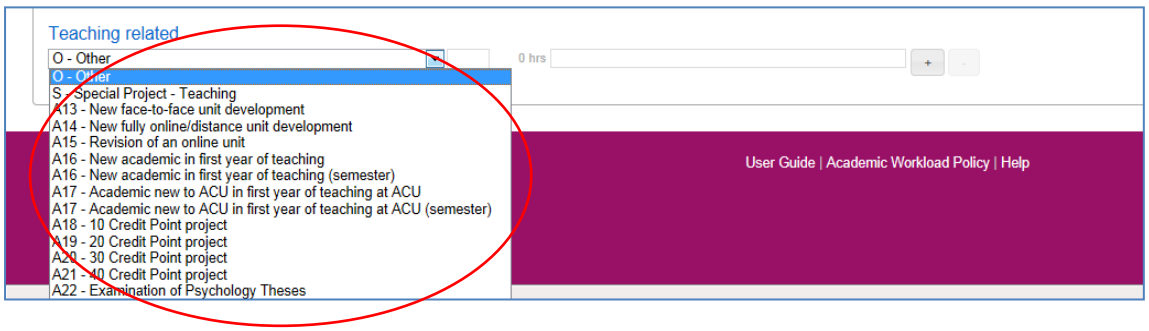
The page displays Staff Details, a Staff Summary of academic workload hours and a Teaching Summary for the staff member. See the following Section for more explanation.

Tabs

Teaching related: click on the Tab to display the menu for teaching related activities that have a workload allocation (A13 - A22) in the Academic Workload Model.

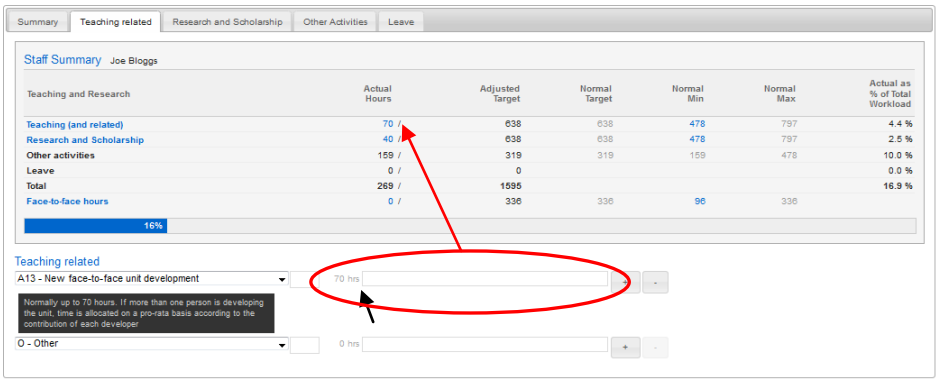


A drop down menu with the work activities that are categorised under Teaching related appears.


Teaching related
O - Other
0 hrs
O - Other
S - Special Project - Teaching
A13 - New face-to-face unit development
A14 - New fully online/distance unit development
A15 - Revision of an online unit
A16 - New academic in first year of teaching
A16 - New academic in first year of teaching (semester)
A17 - Academic new to ACU in first year of teaching at ACU
A17 - Academic new to ACU in first year of teaching at ACU (semester)
A18 - 10 Credit Point project
A19 - 20 Credit Point project
A20 - 30 Credit Point project
A21 - 40 Credit Point project
A22 - Examination of Psychology Theses
User Guide | Academic Workload Policy | Help

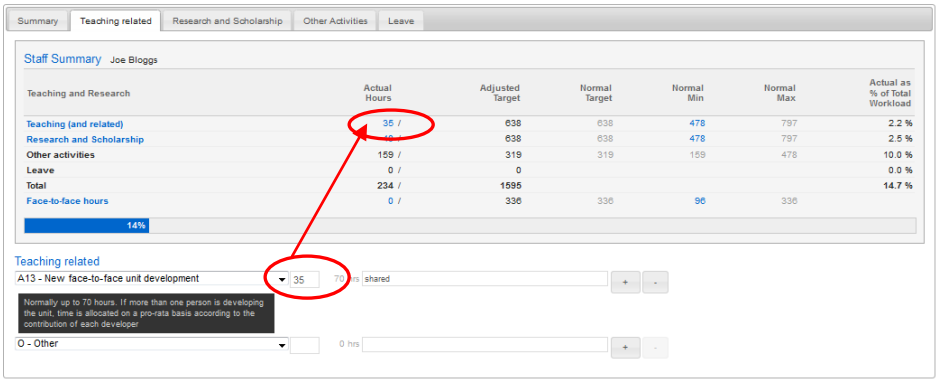
Select the activity you wish to add to the staff workload.

Hours allocated to the workload will show as well as an explanatory box relating to the Academic Workload Model. For example, if A13 is selected, the screen below will appear.


Summary
Teaching related
Research and Scholarship
Other Activities
Leave
Staff Summary
Joe Bloggs
Teaching and Research
Actual Hours
Adjusted Target
Normal Target
Normal Min
Normal Max
Actual as % of Total Workload
Teaching (and related) 70 / 638 638 478 797 4.4 %
Research and Scholarship 40 / 638 638 478 797 2.5 %
Other activities 159 / 319 319 159 478 10.0 %
Leave 0 / 0 0.0 %
Total 269 / 1595 16.9 %
Face-to-face hours 0 / 336 336 96 336
16%
Teaching related
A13 - New face-to-face unit development
70 hrs
Normally up to 70 hours. If more than one person is developing the unit, time is allocated on a pro-rata basis according to the contribution of each developer
O - Other
0 hrs

The normal allocation for a category is shown in grey and is automatically added to the planned workload when you click **+**.

An edited value may be entered in the blank field. It will over-ride the allocated value.

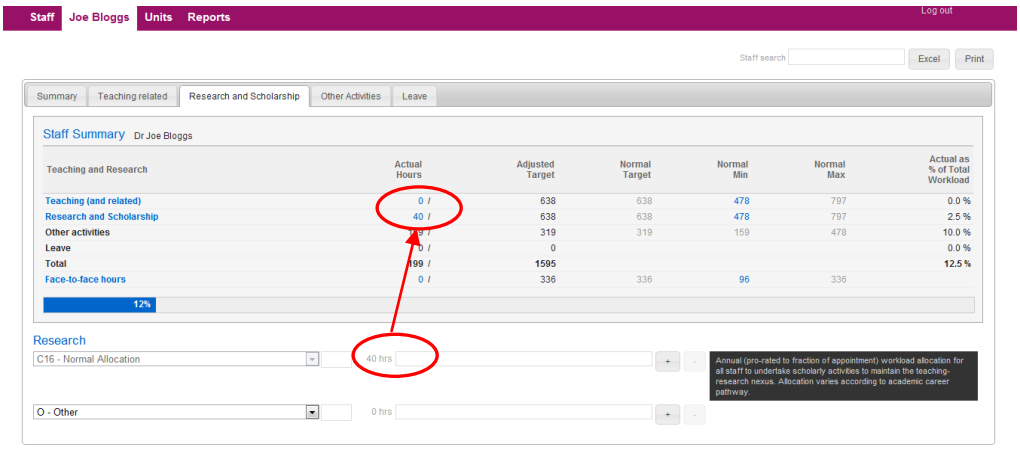

Summary
Teaching related
Research and Scholarship
Other Activities
Leave
Staff Summary
Joe Bloggs
Teaching and Research
Actual Hours
Adjusted Target
Normal Target
Normal Min
Normal Max
Actual as % of Total Workload
Teaching (and related) 35 / 638 638 478 797 2.2 %
Research and Scholarship 40 / 638 638 478 797 2.5 %
Other activities 159 / 319 319 159 478 10.0 %
Leave 0 / 0 0.0 %
Total 234 / 1595 14.7 %
Face-to-face hours 0 / 336 336 96 336
14%
Teaching related
A13 - New face-to-face unit development
35
70 hrs
shared
Normally up to 70 hours. If more than one person is developing the unit, time is allocated on a pro-rata basis according to the contribution of each developer
O - Other
0 hrs

Research and Scholarship: click on the Tab to display the menu of workload allocations for HDR students, research publications, scholarly activities, grants etc. (C1.-C28.) in the Academic Workload Model.

The Normal Allocation hours for C16 depend on the Academic Career Pathway.

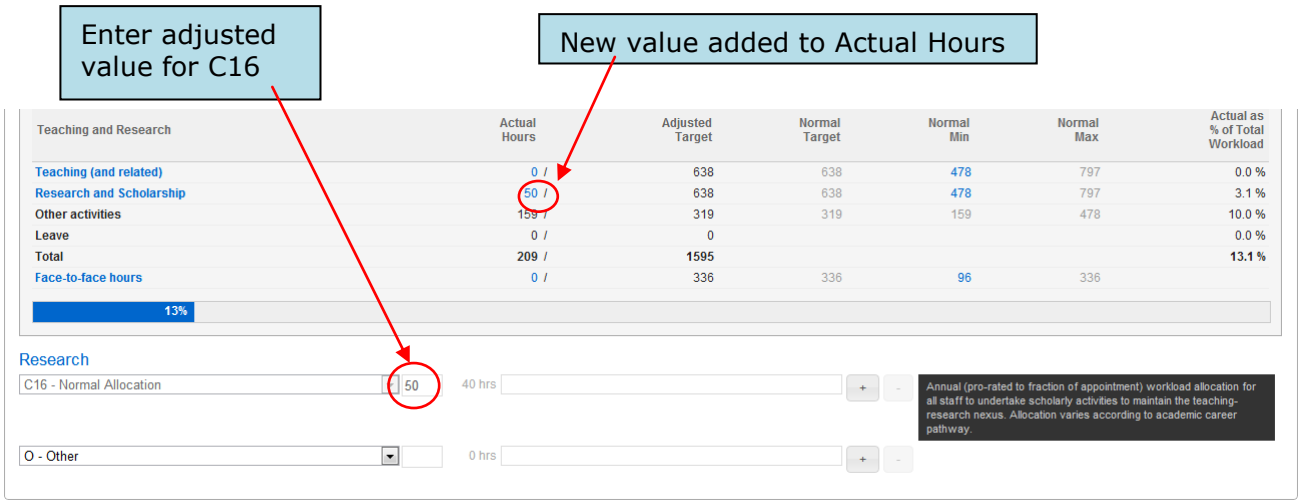
Teaching focussed	159
Teaching and Research	40 - 159
Research focussed	25 - 159
Research only	25 - 159
Academic Leadership	25 - 159

The minimum hours are automatically included in the workload



The value of C16 is related to academic career pathway. This value is added to the workload. It changes pro-rata with fraction of appointment and leave.

Where the supervisor considers it appropriate to increase the allocated value of C16 above the normal allocation, the supervisor should add the value of C16 to the field (see diagram below). These hours will be added to the staff workload instead of the automatic value.


Enter adjusted value for C16
New value added to Actual Hours
Teaching and Research
Actual Hours
Adjusted Target
Normal Target
Normal Min
Normal Max
Actual as % of Total Workload
Teaching (and related) 0 / 638 638 478 797 0.0 %
Research and Scholarship 50 / 638 638 478 797 3.1 %
Other activities 159 / 319 319 159 478 10.0 %
Leave 0 / 0 0.0 %
Total 209 / 1595 13.1 %
Face-to-face hours 0 / 336 336 96 336
13%
Research
C16 - Normal Allocation
50
40 hrs
Annual (pro-rated to fraction of appointment) workload allocation for all staff to undertake scholarly activities to maintain the teaching-research nexus. Allocation varies according to academic career pathway.
O - Other
0 hrs

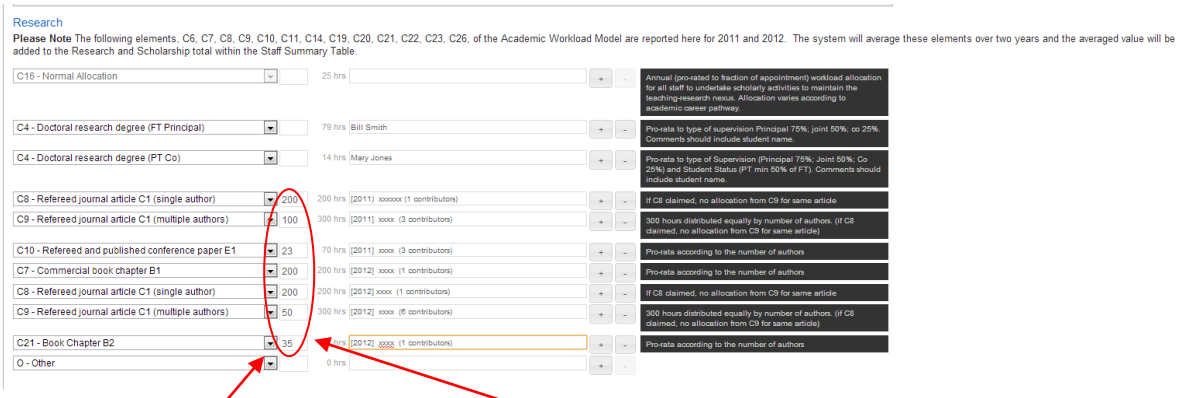
The manually entered value will not change with fraction of appointment or leave or updating staff details. A new value must be entered to change the hours manually allocated to C16.

Select the Research and Scholarship activities to be added to the workload in the same way as Teaching related.

Data for Supervision of Research Students (C3 and C4) has been rolled over from 2013 to 2014

Data for 2011 and 2012 Research Outputs for the following elements of the Academic Workload Model: C6, C7, C8, C9, C10, C11, C14, C19, C20, C21, C22, C23, C26 that have been reported to and verified by Research Services has been downloaded from the Research Master database.

The year, title and allocated hours (pro-rata for number of authors) are shown under the Research and Scholarship tab.


Research
Please Note The following elements, C6, C7, C8, C9, C10, C11, C14, C19, C20, C21, C22, C23, C26, of the Academic Workload Model are reported here for 2011 and 2012. The system will average these elements over two years and the averaged value will be added to the Research and Scholarship total within the Staff Summary Table.
C16 - Normal Allocation
C4 - Doctoral research degree (FT Principal)
C4 - Doctoral research degree (PT Co)
C8 - Refereed journal article C1 (single author) 200
C9 - Refereed journal article C1 (multiple authors) 100
C10 - Refereed and published conference paper E1 23
C7 - Commercial book chapter B1 200
C8 - Refereed journal article C1 (single author) 200
C9 - Refereed journal article C1 (multiple authors) 50
C21 - Book Chapter B2 35
O - Other

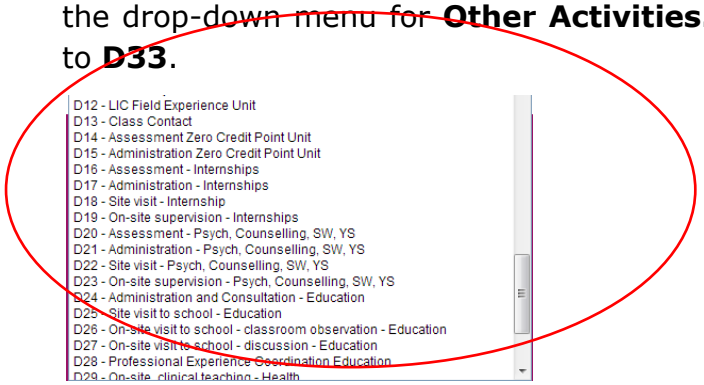
Hours are pro-rata according to the number of authors

The system will average these elements over 2011 and 2012 and the averaged value will be added to the **Research and Scholarship** total within the Staff Summary Table.

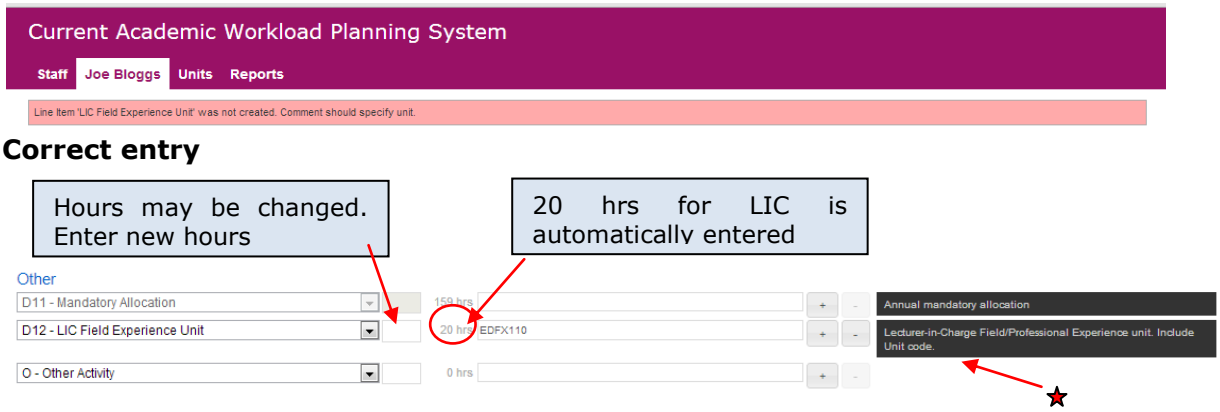
Other Activities: click on the TAB to display the menu of workload allocations for categories listed under *Other Activities including Leadership and/or University Service* (D1.-D33.+E1 and E2) in the Academic Workload Model. The mandatory allocation for D11 is displayed and cannot be edited and this reflects pro-rata for fraction of appointment and leave. Select the workload for other activities in the same way as Teaching related.

Field Experience Workload

The Workload for Field Experience is set out in **Table 5: Field Experience** of the Academic Workload Model. There are 5 types of Field Experience identified in Table 5. The hours allocated to a staff member for the various types of Field Experience should be entered into the Academic Workload Planning System via the drop-down menu for **Other Activities.** The additional allocations are **D12** to **D33**.


D12 - LIC Field Experience Unit
D13 - Class Contact
D14 - Assessment Zero Credit Point Unit
D15 - Administration Zero Credit Point Unit
D16 - Assessment - Internships
D17 - Administration - Internships
D18 - Site visit - Internship
D19 - On-site supervision - Internships
D20 - Assessment - Psych, Counselling, SW, YS
D21 - Administration - Psych, Counselling, SW, YS
D22 - Site visit - Psych, Counselling, SW, YS
D23 - On-site supervision - Psych, Counselling, SW, YS
D24 - Administration and Consultation - Education
D25 - Site visit to school - Education
D26 - On-site visit to school - classroom observation - Education
D27 - On-site visit to school - discussion - Education
D28 - Professional Experience Coordination Education
D29 - On-site, clinical teaching - Health

The **Lecturer-in-Charge** allocation for a Field Experience unit is 20 hours which are automatically allocated. The allocated hours may be changed. The LIC of all Field Experience units should be entered as **D12** on the menu, the unit code must be included or the hours cannot be entered. If the unit code is not included an alert will appear.



Class contact time for all Field Experience units (see Academic Workload Model for description of class contact activities) contributes 2 x the specified amount of face-to-face hours to the workload. Class contact hours are entered in **D13**. The unit code must be included.

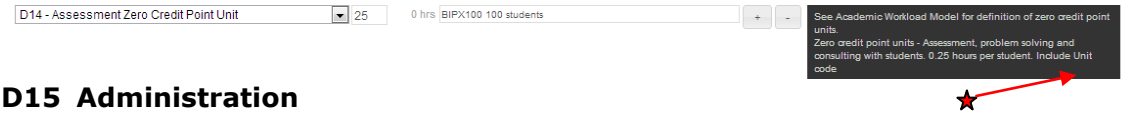
D13 - Class Contact
4
0 hrs
EDFX111
Class contact time including case conferences, information sessions, seminars and focus groups. Class contact contributes 2x the specified amount of face-to-face hours to the workload. Include the unit code.

The workload allocations to Field Experience vary with the type of unit and the School/Faculty responsible for the unit. Each of these allocations has a different identifier in the Other Activities menu.

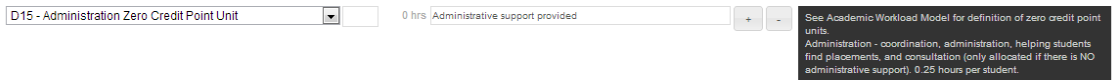
1. Zero Credit Point Units Including Volunteer Experience and Community Engagement

See the Academic Workload Model for details. There are only two types of workload allocation for these units:

D14 Assessment


D14 - Assessment Zero Credit Point Unit
25
0 hrs
BIPX100 100 students
See Academic Workload Model for definition of zero credit point units.
Zero credit point units - Assessment, problem solving and consulting with students. 0.25 hours per student. Include Unit code

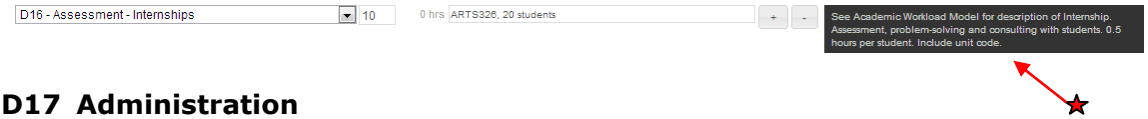
D15 Administration


D15 - Administration Zero Credit Point Unit
0 hrs
Administrative support provided
See Academic Workload Model for definition of zero credit point units.
Administration - coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support). 0.25 hours per student.

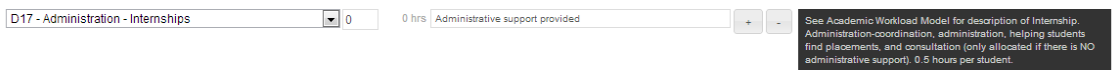
2. Internships – Finding Placements for Students (with or without on-site visits) including ARTS326, BIPX301, BIPX302, TECH307 and THCP207.

See the Academic Workload Model for details. There are four types of workload allocation for these units.

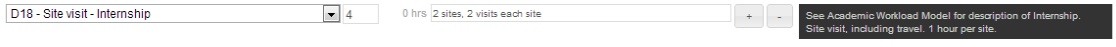
D16 Assessment


D16 - Assessment - Internships
10
0 hrs
ARTS326, 20 students
See Academic Workload Model for description of Internship. Assessment, problem-solving and consulting with students. 0.5 hours per student. Include unit code.

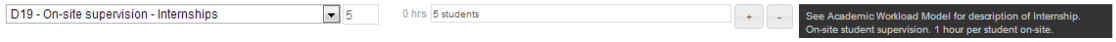
D17 Administration


D17 - Administration - Internships
0
0 hrs
Administrative support provided
See Academic Workload Model for description of Internship. Administration-coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support). 0.5 hours per student.

D18 Site visits, including travel


D18 - Site visit - Internship
4
0 hrs
2 sites, 2 visits each site
See Academic Workload Model for description of Internship. Site visit, including travel. 1 hour per site.

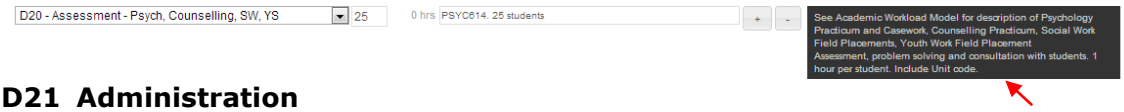
D19 On-site student supervision


D19 - On-site supervision - Internships
5
0 hrs
5 students
See Academic Workload Model for description of Internship. On-site student supervision. 1 hour per student on-site.

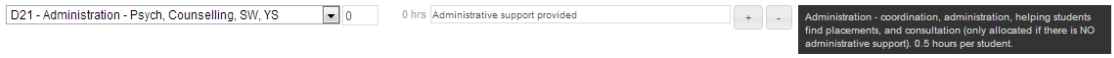
3. Psychology, Counselling, Social Work and Youth Studies including Psychology Practicum and Casework, Counselling Practicum, Social Work Field Placements and Youth Work Field Placements

See the Academic Workload Model for details. There are four types of workload allocation for these units.

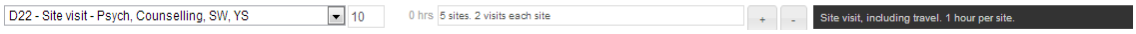
D20 Assessment


D20 - Assessment - Psych, Counselling, SW, YS
25
0 hrs
PSYC614. 25 students
See Academic Workload Model for description of Psychology Practicum and Casework, Counselling Practicum, Social Work Field Placements, Youth Work Field Placement
Assessment, problem solving and consultation with students. 1 hour per student. Include Unit code.

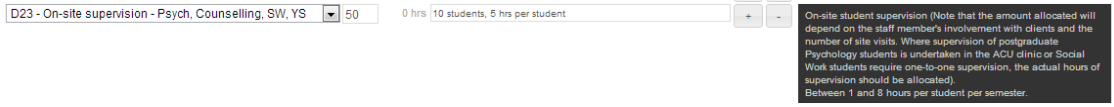
D21 Administration


D21 - Administration - Psych, Counselling, SW, YS
0
0 hrs
Administrative support provided
Administration - coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support). 0.5 hours per student.

D22 Site visits, including travel



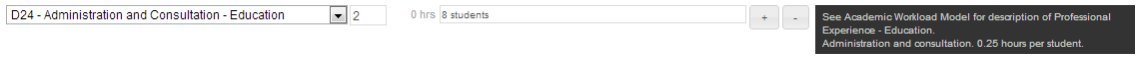
D23 On-site student supervision


D23 - On-site supervision - Psych, Counselling, SW, YS
50
0 hrs
10 students, 5 hrs per student
On-site student supervision (Note that the amount allocated will depend on the staff member's involvement with clients and the number of site visits. Where supervision of postgraduate Psychology students is undertaken in the ACU clinic or Social Work students require one-to-one supervision, the actual hours of supervision should be allocated).
Between 1 and 8 hours per student per semester.

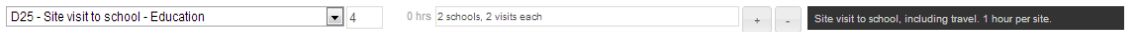
4. Professional Experience - Education

See the Academic Workload Model for details. There are four types of workload allocation for these units. Please note, there is **no on-site supervision or assessment** for Education units.

D24 Administration


D24 - Administration and Consultation - Education
2
0 hrs
8 students
See Academic Workload Model for description of Professional Experience - Education.
Administration and consultation. 0.25 hours per student.

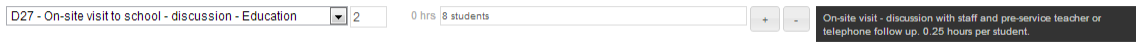
D25 Site visit to school, including travel



D26 On-site visit – classroom observation

D26 - On-site visit to school - classroom observation - Edu
3
0 hrs
2 students
On-site visit - classroom observation and troubleshooting. 1.5 hours per student.

D27 On-site visit – discussion


D27 - On-site visit to school - discussion - Education
2
0 hrs
8 students
On-site visit - discussion with staff and pre-service teacher or telephone follow up. 0.25 hours per student.

D28 Professional Experience Coordination

D28 - Professional Experience Coordination Education
175
140 hrs
BEd Large cohort. Approved by Dean
140 hours per year. Where Professional Experience coordination is undertaken by different people for different years, the practicum coordination rate should be divided among the coordinators at a rate of 52.5 hours each per year level. A rate of up to 175 hours for large cohorts may be allocated with the approval of the Executive Dean

5. Field Experience - Health

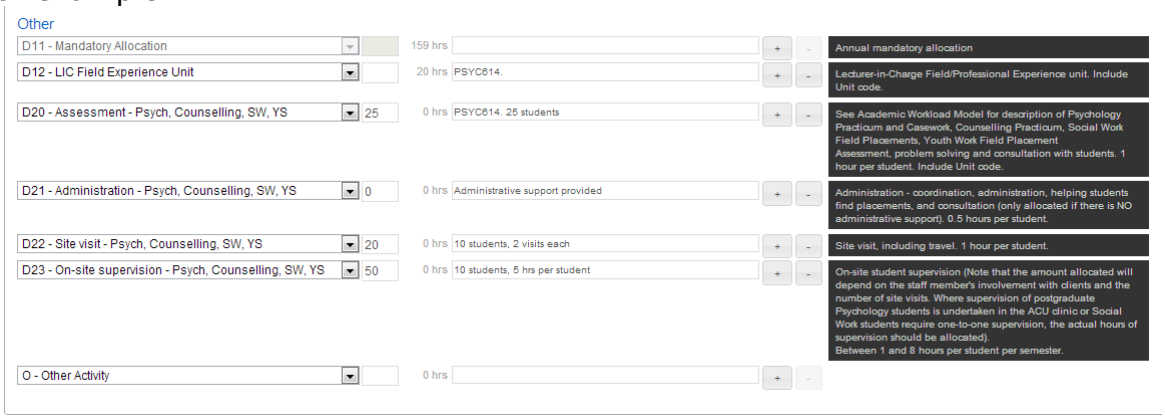
See the Academic Workload Model for details. There are three types of workload allocation for these units. Workload allocations are entered in a similar way.
D29 On-site, hospital or equivalent
D30 Assessment
D31 Administration and Liaison
D32 Field Experience Coordinator

6. Field Experience - Theology

See the Academic Workload Model for details. There is one type of workload allocation for these units.
D33 Assessment, administration and liaison.

There is a **record of staff workload allocations** for Field Experience under the Other Activities tab.

For example


Other
D11 - Mandatory Allocation
159 hrs
Annual mandatory allocation
D12 - LIC Field Experience Unit
20 hrs
PSYC614.
Lecturer-in-Charge Field/Professional Experience unit. Include Unit code.
D20 - Assessment - Psych, Counselling, SW, YS
25
0 hrs
PSYC614. 25 students
See Academic Workload Model for description of Psychology Practicum and Casework, Counselling Practicum, Social Work Field Placements, Youth Work Field Placement. Assessment, problem solving and consultation with students. 1 hour per student. Include Unit code.
D21 - Administration - Psych, Counselling, SW, YS
0
0 hrs
Administrative support provided
Administration - coordination, administration, helping students find placements, and consultation (only allocated if there is NO administrative support). 0.5 hours per student.
D22 - Site visit - Psych, Counselling, SW, YS
20
0 hrs
10 students, 2 visits each
Site visit, including travel. 1 hour per student.
D23 - On-site supervision - Psych, Counselling, SW, YS
50
0 hrs
10 students, 5 hrs per student
On-site student supervision (Note that the amount allocated will depend on the staff member's involvement with clients and the number of site visits. Where supervision of postgraduate Psychology students is undertaken in the ACU clinic or Social Work students require one-to-one supervision, the actual hours of supervision should be allocated).
Between 1 and 8 hours per student per semester.
O - Other Activity
0 hrs

The hours entered are automatically added to the Other Activities including Leadership and/or University Service component of an academic workload.

Leave: shows the types of leave that reduces, on a pro-rata basis, an annual workload. Select the appropriate leave and enter the leave hours (calculated by HoS/Equivalent) and the leave dates in the Comments box.

Details of any workload allocations to the above categories will show on the Staff Detail Report.

Workload hours entered through the Tabs will be displayed in the Staff Summary table.

8 Academic Career Pathways

The following examples of workload hours for different academic career pathways are for a full-time (1.0 fraction) academic staff member. The workload hours for fractional appointments are pro-rated automatically by the Academic Workload Planning System.

For a given staff member, a +/-5 percent allocation of annual workload hours is an acceptable tolerance.

Staff are automatically allocated an annual workload of 159, 40 or 25 hours (dependent on the staff member's academic career pathway and pro-rated to fraction of appointment or leave) to Research and Scholarship (C16) and 159 hours to Other Activities (D11). These allocations show on the drop down menus for Research and Scholarship (C16 Normal Allocation) and for Other Activities (D11 Mandatory Allocation). The value of C16 can be edited, but D11 is fixed, text may be added to the comments box. These hours are automatically included in the workload hours shown in the Staff Summary box.

The Academic Workload Planning System has been designed to assist the Head of School/Equivalent in planning and identifying, in consultation with an academic staff member, an appropriate workload and an Academic Career Pathway.

In line with the Academic Workload Framework, each category of academic work has a tolerance of +/-10%. That is, a Teaching and Research career pathway has a normal target for teaching (and related) of 40% (638 hours). The tolerance in the Academic Workload Framework and the Academic Workload Planning System allows for a range of 30% (478 hours, normal minimum) to 50% (797 hours, normal maximum).

An alert shows (blue text) if the staff member is below the normal minimum hours or above the normal maximum hours for a workload category in a given Academic Career Pathway. An illustration is in the diagram below.

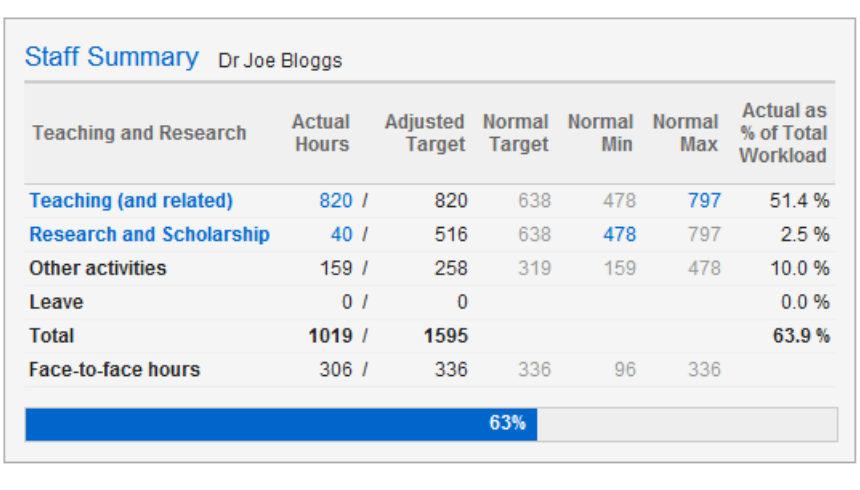
The blue text alert on the Actual Hours for Teaching (and related) and Research and Scholarship indicates that the hours are not in the normal range for the staff member's career pathway (Teaching and Research).

The blue text alert in Teaching (and related) Normal Max hours indicates that the hours are above the maximum hours for the staff member.

The blue text alert for Normal Min for Research and Scholarship indicates that the Actual allocated hours are below the minimum hours.

The blue text alerts can show in any of the workload categories if the hours are not in the normal range for the staff member's career pathway.

The blue Teaching (and related) text in the example below is just an alert that the staff member's Actual teaching allocation (820 hours) is greater than their Normal Maximum hours (797).



Staff Summary Dr Joe Bloggs

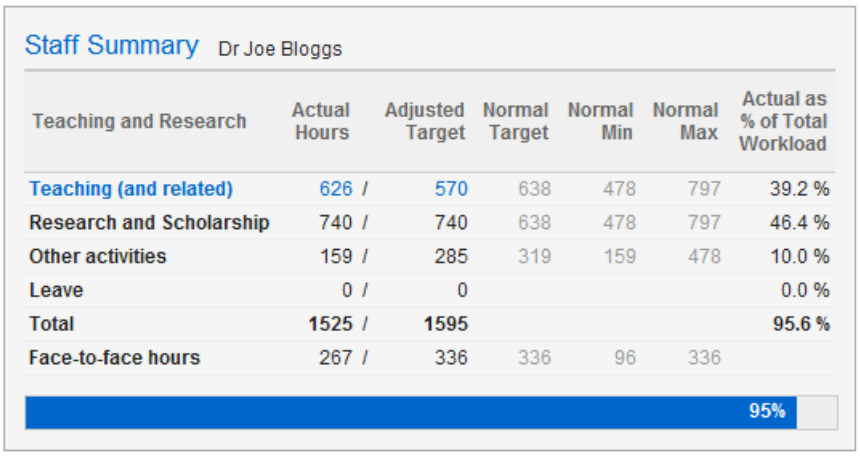
Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of Total Workload
Teaching (and related)	820 /	820	638	478	797	51.4 %
Research and Scholarship	40 /	516	638	478	797	2.5 %
Other activities	159 /	258	319	159	478	10.0 %
Leave	0 /	0				0.0 %
Total	1019 /	1595				63.9 %
Face-to-face hours	306 /	336	336	96	336	

63%

The blue Research and Scholarship text appears because the Actual hours (40) are below the Normal Minimum hours (478).

Other Activities Actual hours (159) are still within the Normal Min (159)-Normal Max range (therefore, no blue alert on the values).

In the example below, Research and Scholarship hours are above the Normal Target, so Teaching (and related) and Other Activities hours are reduced pro-rata. Even though Teaching and Related hours are in the 30% - 50% range, the blue text is an alert that the staff member has exceeded their Adjusted Target hours. (See Adjusted Targets, Section 9).



Staff Summary Dr Joe Bloggs

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of Total Workload
Teaching (and related)	626 /	570	638	478	797	39.2 %
Research and Scholarship	740 /	740	638	478	797	46.4 %
Other activities	159 /	285	319	159	478	10.0 %
Leave	0 /	0				0.0 %
Total	1525 /	1595				95.6 %
Face-to-face hours	267 /	336	336	96	336	

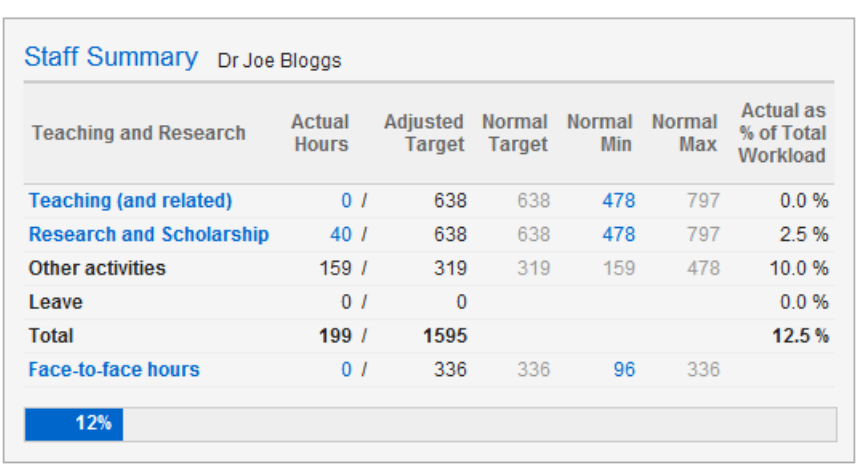
95%

The following tables explain the values in the Staff Summary box (shown above) for the Academic work activity (Teaching, Research and Scholarship, Other Activities) for each of the Academic Career Pathways.

There is an expectation that a staff member would be within +/-10% of the target hours. These hours are shown in the tables in Section 8.

8.1 Staff Summary for Teaching and Research

(Teaching 40%; Research and Scholarship 40%; Other Activities including administration 20%)



Staff Summary Dr Joe Bloggs

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of Total Workload
Teaching (and related)	0 /	638	638	478	797	0.0 %
Research and Scholarship	40 /	638	638	478	797	2.5 %
Other activities	159 /	319	319	159	478	10.0 %
Leave	0 /	0				0.0 %
Total	199 /	1595				12.5 %
Face-to-face hours	0 /	336	336	96	336	

12%

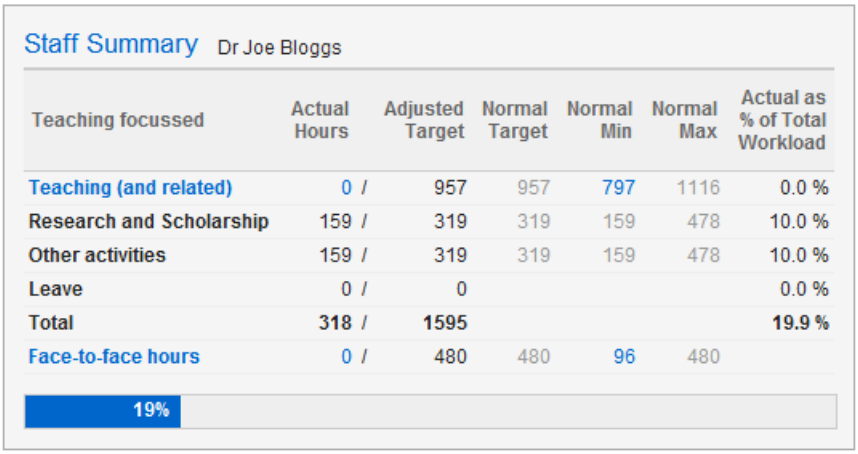
The table shows the academic work activity for **Teaching and Research** Academic Career Pathway (Full-time staff, 1.0 Fraction**).**

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of total workload
Teaching (and related)	Includes teaching hours from Teaching Summary plus allocated hours from the Teaching Related menu	The target is adjusted for leave (40% of leave hours) OR if the staff member exceeds his/her target in Research and Scholarship or Other Activities	**638** hours (40% of annual workload hours)	**478** (30% of annual workload hours	**797** (50% of annual workload hours)	Actual Teaching (and related) hours as a % of annual workload
Research and Scholarship	Allocated hours entered via the Research and Scholarship Tab	The target is adjusted for leave (40% of leave hours) OR if the staff member exceeds his/her target in Teaching or Other Activities	**638** hours (40% of annual workload hours)	**478** (30% of annual workload hours)	**478** (50% of annual workload hours)	Actual Research and Scholarship hours as a % of annual workload

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of total workload
Other Activities	Allocated hours entered via the Other Activities Tab	The target is adjusted for leave (20% of leave hours) OR if the staff member exceeds his/her target in Teaching or Research and Scholarship	**319** (20% of annual workload hours)	**159** (10% of annual workload hours)	**478** (30% of annual workload hours)	Actual Other Activities hours as a % of annual workload
Leave	Hours entered via the Leave Tab					Leave as a % of annual workload
Total	Allocated Workload hours					Total actual hours as a % of expected annual workload
Face-to-face hours	Actual face-to-face hours taught by staff Automatically calculated from Teaching Summary	These hours are automatically adjusted for leave	**336** The number of face-to-face hours expected.	**96** Teaching and Research staff would normally teach above this minimum	**336** Teaching and Research staff should not teach more than 336 face-to-face hours	

8.2 Staff Summary for Teaching-focussed

(Teaching 60%; Research and Scholarship 20%; Other Activities including administration 20%)



Staff Summary Dr Joe Bloggs

Teaching focussed	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of Total Workload
Teaching (and related)	0 /	957	957	797	1116	0.0 %
Research and Scholarship	159 /	319	319	159	478	10.0 %
Other activities	159 /	319	319	159	478	10.0 %
Leave	0 /	0				0.0 %
Total	318 /	1595				19.9 %
Face-to-face hours	0 /	480	480	96	480	

19%

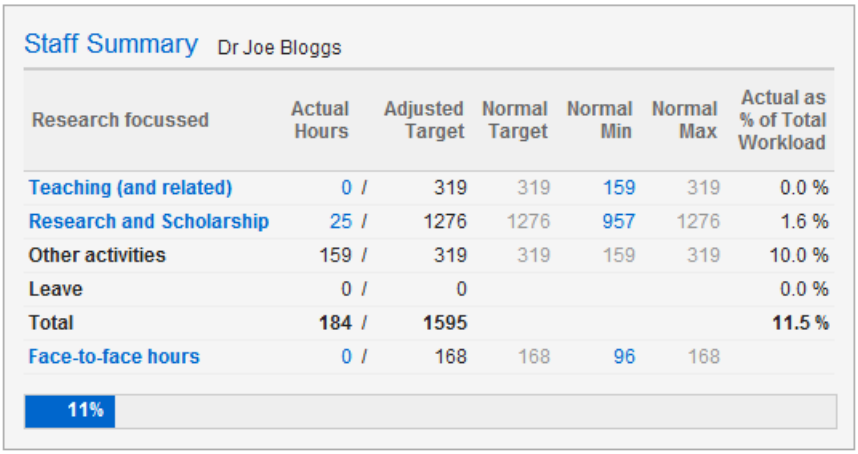
The table shows the academic work activity for **Teaching-focussed** Academic Career Pathway (Full-time staff, 1.0 Fraction)**.**

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of total workload
Teaching (and related)	includes teaching hours from Teaching Summary plus allocated hours from the Teaching Related menu	The target is adjusted for leave (60% of leave hours) OR if the staff member exceeds his/her target in Research and Scholarship or Other Activities	**957** hours (60% of annual workload hours)	**797** (50% of annual workload hours)	**1116** (70% of annual workload hours)	Actual Teaching (and related) hours as a % of annual workload

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of total workload
Research and Scholarship	Allocated hours entered via the Research and Scholarship Tab	The target is adjusted for leave (20% of leave hours) OR if the staff member exceeds his/her target in Teaching or Other Activities	**319** hours (20% of annual workload hours)	**159** (10% of annual workload hours)	**478** (30% of annual workload hours)	Actual Research and Scholarship hours as a % of annual workload
Other Activities	Allocated hours entered via the Other Activities Tab	The target is adjusted for leave (20% of leave hours) OR if the staff member exceeds his/her target in Teaching or Research and Scholarship	**319** (20% of annual workload hours)	**159** (10% of annual workload hours)	**478** (30% of annual workload hours)	Actual Other Activities hours as a % of annual workload
Leave	Hours entered via the Leave Tab					Leave as a % of annual workload
Total	Allocated Workload hours					Total actual hours as a % of expected annual workload
Face-to-face hours	Actual face-to-face hours taught by staff Automatically calculated from Teaching Summary	These hours are automatically adjusted for leave	**480** The number of face-to-face hours expected.	**96** It would be highly unlikely that a Teach-focussed staff member would have a workload at this minimum level	**480** Teaching-focussed staff should not teach more than 480 face-to-face hours	

8.3 Staff Summary for Research-focused

(Teaching up to 20%; Research and Scholarship 60-80%; Other Activities including administration up to 20%)



Staff Summary Dr Joe Bloggs

Research focussed	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of Total Workload
Teaching (and related)	0 /	319	319	159	319	0.0 %
Research and Scholarship	25 /	1276	1276	957	1276	1.6 %
Other activities	159 /	319	319	159	319	10.0 %
Leave	0 /	0				0.0 %
Total	184 /	1595				11.5 %
Face-to-face hours	0 /	168	168	96	168	

11%

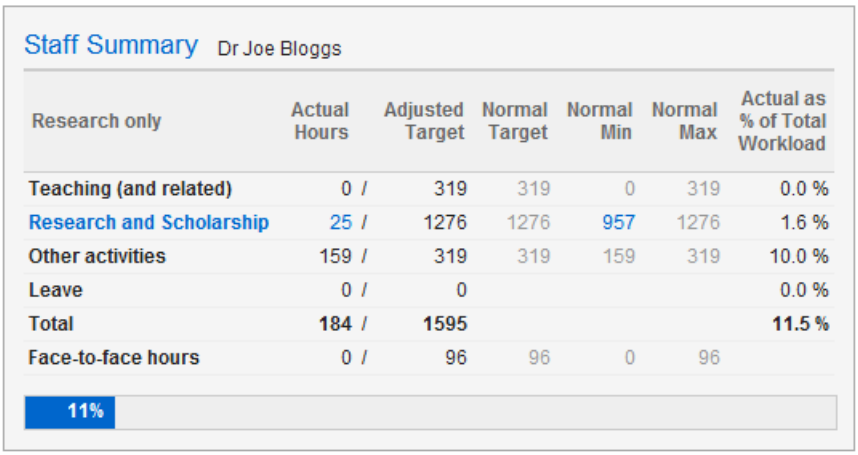
The table shows the academic work activity for **Research-focussed** Academic Career Pathway (Full-time staff, 1.0 Fraction)**.**

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of total workload
Teaching (and related)	includes teaching hours from Teaching Summary plus allocated hours from the Teaching Related menu	The target is adjusted for leave (20% of leave hours) OR if the staff member exceeds his/her target in Research and Scholarship or Other Activities	**319** hours (20% of annual workload hours)	**159** (10% of annual workload hours) Minimum teaching would normally be one unit per semester	**319** (20% of annual workload hours)	Actual Teaching (and related) hours as a % of annual workload
Research and Scholarship	Allocated hours entered via the Research and Scholarship Tab	The target is adjusted for leave (60% of leave hours) OR if the staff member exceeds his/her target in Teaching or Other Activities	**1276** hours (80% of annual workload hours)	**957** (60% of annual workload hours)	**1276** (80% of annual workload hours)	Actual Research and Scholarship hours as a % of annual workload

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of total workload
Other Activities	Allocated hours entered via the Other Activities Tab	The target is adjusted for leave (20% of leave hours) OR if the staff member exceeds his/her target in Teaching or Research and Scholarship	**319** (20% of annual workload hours)	**159** (10% of annual workload hours)	**319** (20% of annual workload hours)	Actual Other Activities hours as a % of annual workload
Leave	Hours entered via the Leave Tab					Leave as a % of annual workload
Total	Allocated Workload hours					Total actual hours as a % of expected annual workload
Face-to-face hours	Actual face-to-face hours taught by staff Automatically calculated from Teaching Summary	These hours are automatically adjusted for leave	**168**	**96**	**168**	

8.4 Staff Summary for Research-only

(Teaching up to 20%; Research and Scholarship 60-80%; Other Activities including administration up to 20%)



Staff Summary Dr Joe Bloggs

Research only	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of Total Workload
Teaching (and related)	0 /	319	319	0	319	0.0 %
Research and Scholarship	25 /	1276	1276	957	1276	1.6 %
Other activities	159 /	319	319	159	319	10.0 %
Leave	0 /	0				0.0 %
Total	184 /	1595				11.5 %
Face-to-face hours	0 /	96	96	0	96	

11%

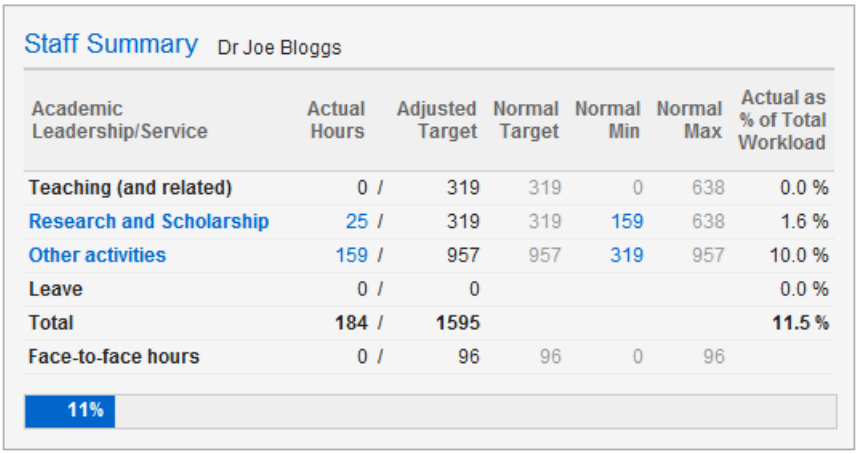
The table shows the academic work activity for **Research-only** Academic Career Pathway (Full-time staff, 1.0 Fraction).

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of total workload
Teaching (and related)	includes teaching hours from Teaching Summary plus allocated hours from the Teaching Related menu	The target is adjusted for leave (20% of leave hours) OR if the staff member exceeds his/her target in Research and Scholarship or Other Activities	**319** hours 20%of full time (1.0 fraction) workload	**0** The Academic Workload Planning System will allow a zero minimum, however, normal is one unit per semester	**319** (20% of annual workload hours)	Actual Teaching (and related) hours as a % of annual workload

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of total workload
Research and Scholarship	Allocated hours entered via the Research and Scholarship Tab	The target is adjusted for leave (60% of leave hours) OR if the staff member exceeds his/her target in Teaching or Other Activities	**1276** hours (80% of annual workload hours)	**957** (60% of annual workload hours)	**1276** (80% of annual workload hours)	Actual Research and Scholarship hours as a % of annual workload
Other Activities	Allocated hours entered via the Other Activities Tab	The target is adjusted for leave (20% of leave hours) OR if the staff member exceeds his/her target in Teaching or Research and Scholarship	**319** (20% of annual workload hours)	**159** (10% of annual workload hours)	**319** (20% of annual workload hours)	Actual Other Activities hours as a % of annual workload
Leave	Hours entered via the Leave Tab					Leave as a % of annual workload
Total	Allocated Workload hours					Total actual hours as a % of expected annual workload
Face-to-face hours	Actual face-to-face hours taught by staff Automatically calculated from Teaching Summary	These hours are automatically adjusted for leave	**96**	**0**	**96**	

8.5 Staff Summary for Other Activities including Academic Leadership/University Service

(Teaching 20-40%; Research and Scholarship 20-40%; Other Activities including leadership up to 60%)



Staff Summary Dr Joe Bloggs

Academic Leadership/Service	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of Total Workload
Teaching (and related)	0 /	319	319	0	638	0.0 %
Research and Scholarship	25 /	319	319	159	638	1.6 %
Other activities	159 /	957	957	319	957	10.0 %
Leave	0 /	0				0.0 %
Total	184 /	1595				11.5 %
Face-to-face hours	0 /	96	96	0	96	

11%

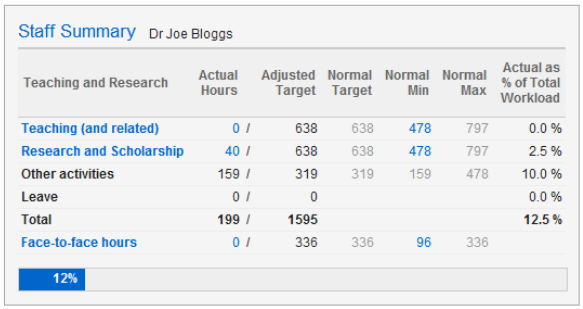
The table shows the academic work activity for **Academic Leadership/Service** Academic Career Pathway (Full-time staff, 1.0 Fraction)**.**

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of total workload
Teaching (and related)	includes teaching hours from Teaching Summary plus allocated hours from the Teaching Related menu	The target is adjusted for leave (20% of leave hours) OR if the staff member exceeds his/her target in Research and Scholarship or Other Activities	**319** hours (20% of annual workload hours)	▪ **0** ▪The Academic Workload Planning System will allow a zero minimum, however, normal is one unit per semester	**638** (40% of annual workload hours)	Actual Teaching (and related) hours as a % of annual workload

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of total workload
Research and Scholarship	Allocated hours entered via the Research and Scholarship Tab	The target is adjusted for leave (20% of leave hours) OR if the staff member exceeds his/her target in Teaching or Other Activities	**319** hours (20% of annual workload hours)	**319** (20% of annual workload hours)	**638** (40% of annual workload hours)	Actual Research and Scholarship hours as a % of annual workload
Other Activities	Allocated hours entered via the Other Activities Tab	The target is adjusted for leave (60% of leave hours) OR if the staff member exceeds his/her target in Teaching or Research and Scholarship	**957** (60% of annual workload hours)	**319** (20% of annual workload hours)	**957** (60% of annual workload hours)	Actual Other Activities hours as a % of annual workload
Leave	Hours entered via the Leave Tab					Leave as a % of annual workload
Total	Allocated Workload hours					Total actual hours as a % of expected annual workload
Face-to-face hours	Actual face-to-face hours taught by staff Automatically calculated from Teaching Summary	These hours are automatically adjusted for leave	**96**	**0**	**96**	

9 Effect of Leave on Workload Hours

Staff Workload without leave

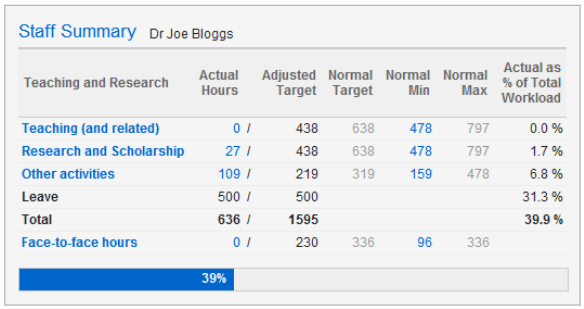


Staff Summary Dr Joe Bloggs

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of Total Workload
Teaching (and related)	0 /	638	638	478	797	0.0 %
Research and Scholarship	40 /	638	638	478	797	2.5 %
Other activities	159 /	319	319	159	478	10.0 %
Leave	0 /	0				0.0 %
Total	199 /	1595				12.5 %
Face-to-face hours	0 /	336	336	96	336	

12%

Staff Workload with 500 hrs of leave



Staff Summary Dr Joe Bloggs

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of Total Workload
Teaching (and related)	0 /	438	638	478	797	0.0 %
Research and Scholarship	27 /	438	638	478	797	1.7 %
Other activities	109 /	219	319	159	478	6.8 %
Leave	500 /	500				31.3 %
Total	636 /	1595				39.9 %
Face-to-face hours	0 /	230	336	96	336	

39%

Since the staff member is Teaching and Research, their Teaching (and related) workload hours are 40% of workload, so 40% of leave hours (200hrs) are deducted from Teaching (and related). The adjusted target is changed from 638 to 438.

Research and Scholarship workload hours are similarly reduced by 40% of the leave hours (200) to give an adjusted target of 438 hours.

Other Activities workload hours are reduced by 20% of leave hrs (100) to give an adjusted target of 219 hours.

The C16 allowance of 40 hours is reduced to 28 by 12 hours (500 x 40/1595).

D11 allowance of 159 is reduced to 109 by 50 hours (500 x 159/1595).

Face-to-face hours are reduced by 500 x 336/1595 hours to give an adjusted target of 230 hours.

Leave hours are deducted pro-rata according to the Academic Career Pathway of the staff member.

Adjusted Targets

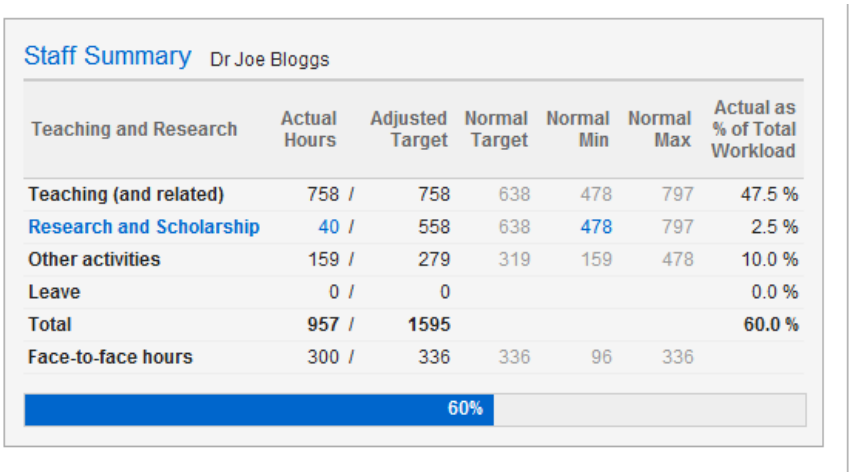
A staff member's Adjusted Target in workload activities will change if the staff exceeds their Normal Target hours in another activity. See the example below.

Teaching (and related): the staff member is within the normal range of hours (478-797), but has taught 120 hours above Normal Target workload of 638 hours.

The extra hours are deducted from Research and Scholarship and Other activities in the ratio 2:1 (Teaching and Research Academic Pathway: Research and Scholarship 40%, Other Activities 20%)

Research and Scholarship: the Adjusted Target is now 558 hrs (638-80)

Other activities: the Adjusted Target is 279 hours (319-40)



Staff Summary Dr Joe Bloggs

Teaching and Research	Actual Hours	Adjusted Target	Normal Target	Normal Min	Normal Max	Actual as % of Total Workload
Teaching (and related)	758 /	758	638	478	797	47.5 %
Research and Scholarship	40 /	558	638	478	797	2.5 %
Other activities	159 /	279	319	159	478	10.0 %
Leave	0 /	0				0.0 %
Total	957 /	1595				60.0 %
Face-to-face hours	300 /	336	336	96	336	

60%

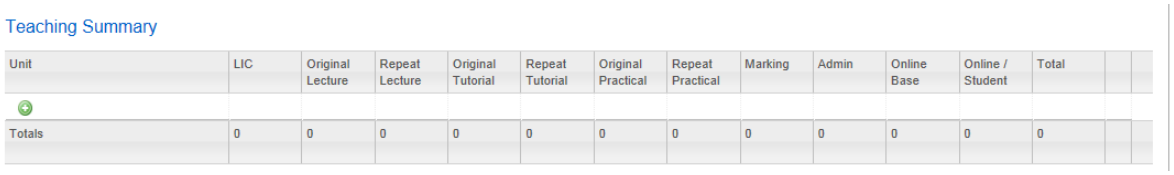
Hours are deducted pro-rata according to the Academic Career Pathway.

10 Enter Unit on Staff Teaching Summary

Teaching Summary

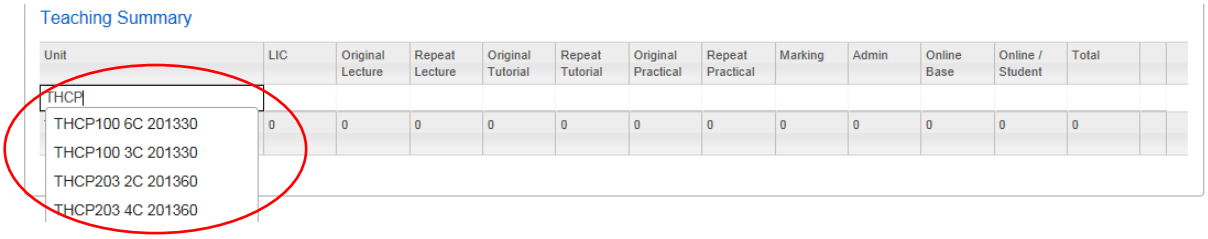
Add a Unit to Teaching Summary

When you go to a Teaching Summary without units entered, it will appear as below. Data is entered by tabbing across the grid.

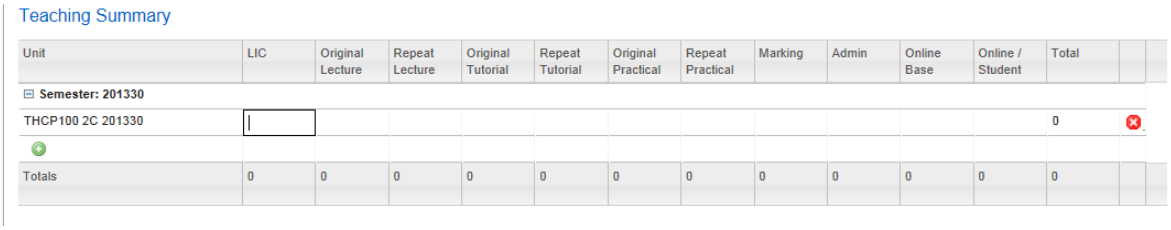


Unit Code

Click on the green button under **Unit** and enter the unit code. The auto complete field will allow you to select the unit code and semester teaching period



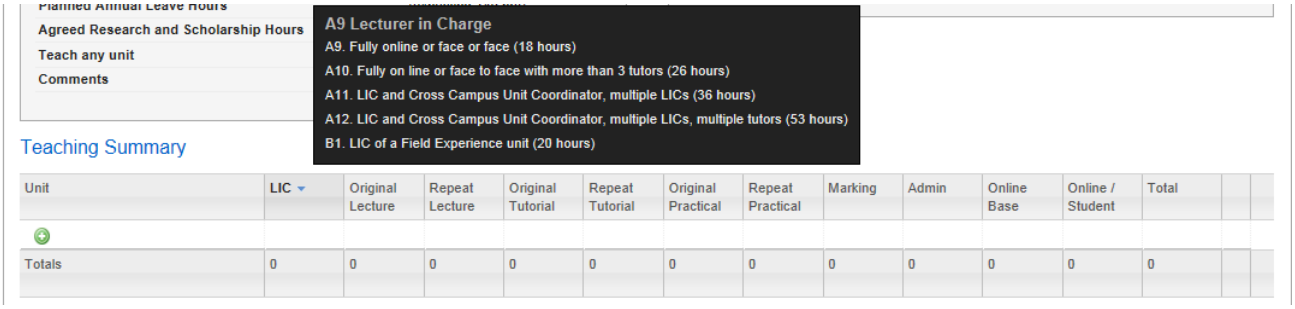
Hit Tab or enter to store the code.



LIC

Tab across to the next cell (LIC). There is a hover over for each of the column headings. The LIC message refers to the Academic Workload Model allocations for LIC (A9 – A12).

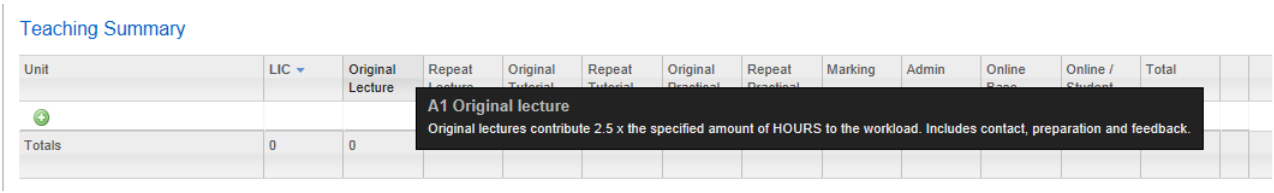
Enter the appropriate LIC hours.



The Total hours will be updated each time the cursor moves from a cell (or enter).

Original lecture

Tab to the next cell to enter the number of original lecture hours per semester. The hover over will show the workload hours for original lectures (A1).

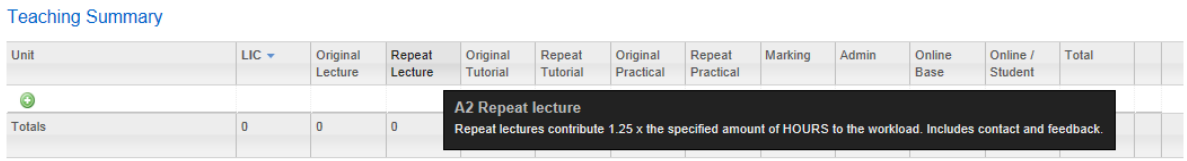


For example, 12 hours of original lectures would add 30 workload hours to the Total at the end of the row. The Workload hours are added to the Actual Teaching hours in the Staff Summary (updated at the same time as values are entered into the grid).

12 original lecture hours are face-to-face hours. 12 hours are added to the Face-to-face hours at the bottom of the Staff Summary.

Total Workload hours are rounded to the nearest whole number.

Repeat Lecture
Tab to the next cell to enter the number of repeat lecture hours per semester. The hover over will show the workload hours for repeat lectures (A2).



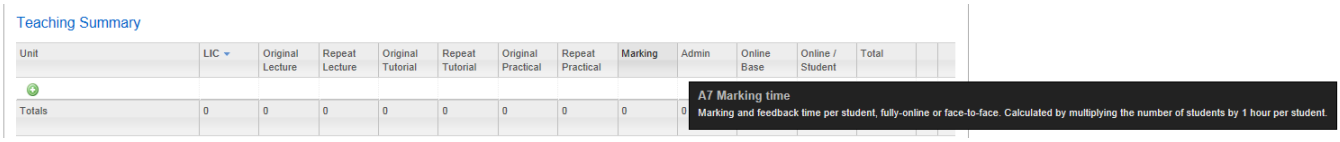
12 hours of repeat lectures would add 15 workload hours to the Total at the end of the row. The Workload hours are again added to the Actual Teaching hours in the Staff Summary (updated at the same time as values are entered into the grid).

12 repeat lecture hours are face-to-face hours. 12 hours are added to the Face-to-face hours at the bottom of the Staff Summary

Original Tutorial/Original Practical (A3) are similar to an original lecture

Repeat Tutorial/Repeat Practical (A4) are similar to a repeat lecture

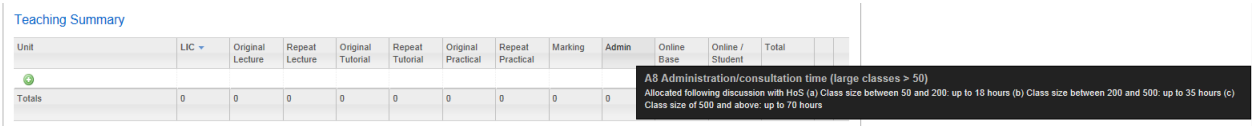
Marking/Feedback (A7)
Enter the number of students allocated to the staff member



For example, 50 students would add 50 workload hours to the Total at the end of the row. The Workload hours are added to the Actual Teaching hours in the Staff Summary.

Marking hours are not face-to-face hours. These hours are not added to the Face-to-face hours at the bottom of the Staff Summary.

Admin/Lg Class
Administration/consultation hours are allocated to LICs of large classes. Enter the hours as determined by the HOS/Equivalent. (A8).


Teaching Summary
Unit
LIC
Original Lecture
Repeat Lecture
Original Tutorial
Repeat Tutorial
Original Practical
Repeat Practical
Marking
Admin
Online Base
Online / Student
Total
Totals
A8 Administration/consultation time (large classes > 50)
Allocated following discussion with HoS (a) Class size between 50 and 200: up to 18 hours (b) Class size between 200 and 500: up to 35 hours (c) Class size of 500 and above: up to 70 hours

For example, a class of 200 students would add 18 workload hours to the Total at the end of the row. The Workload hours are added to the Actual Teaching hours in the Staff Summary.

Administration/consultation hours are not face-to-face hours. These hours are not added to the Face-to-face hours at the bottom of the Staff Summary.

Online Units

Enter the LIC hours in the same manner as a face-to-face unit (A9 – A12).

Marking, enter the number of students in the unit. Face-to-face and online units receive the same marking allocation of 1 hour per student (A7).

Online Base (A5) is the time allocated to each fully online unit.

Online/Student (A6). Enter the number of students.

Online/student are face-to-face hours. These hours are added to the Face-to-face hours at the bottom of the Staff Summary.

The diagram below is an example of a Teaching Summary.

The red button at the end of the row will delete the unit.

Clicking on a unit will link to the Unit Set up.

Teaching Summary

Unit	LIC	Original Lecture	Repeat Lecture	Original Tutorial	Repeat Tutorial	Original Practical	Repeat Practical	Marking	Admin	Online Base	Online / Student	Total
Semester: 201315												
EDTS425 6C 201315	18	12		18				22				115
Semester: 201330												
EDLA518 6C 201330	18	12		54				100	12			295
Semester: 201337												
EDFD658 7 201337	18							40		18	40	116
Semester: 201360												
EDFD457 3C 201360	18	12		24				25				133
Totals	72	36	0	96	0	0	0	187	12	18	40	659

Units are listed chronologically/alphabetically/numerically in teaching periods. The totals across the bottom are the total (year) contact hours (not Workload hours) for Original Lectures, Repeat Lectures, Original Tutorials, Repeat Tutorials, Original Practicals, Repeat Practicals.

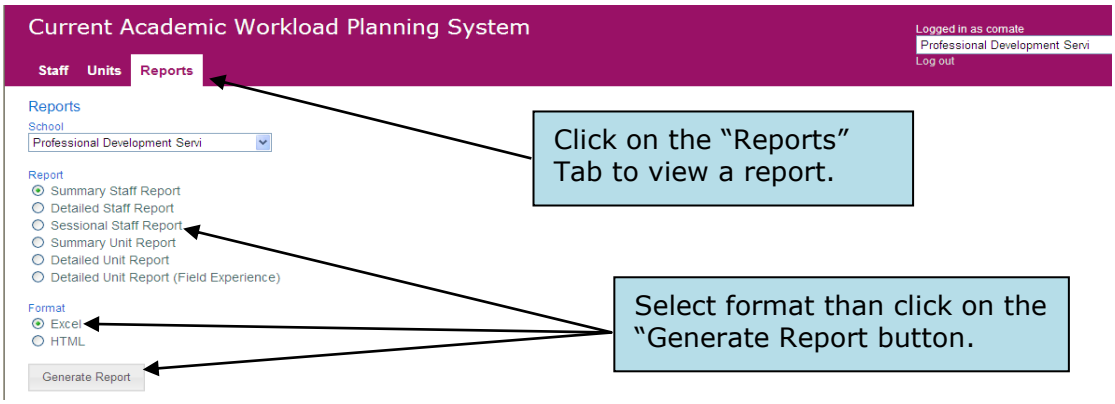
The values for Original Lecture, Repeat Lecture, Original Tutorial, Repeat Tutorial, Original Practical, Repeat Practical and Online/student are summed to give the Face-to-Face hours shown in the Staff Summary.

The Actual Teaching (and related) Workload hours in the Staff Summary include the Total hours from the Teaching Summary plus Workload hours from the drop down Teaching related menu.

The annual Academic Workload for a staff member can be printed by clicking the print button on the Summary page (landscape).

11 Reports

Click on **Reports** to access the list of available Reports



Summary Staff Report is a list of all the staff in a school. It displays the data from the Staff Summary (on the main staff page). It can be generated and saved as an Excel file. A column has been added to show workload hours allocated to C16.

Staff Summary Report for School of- -

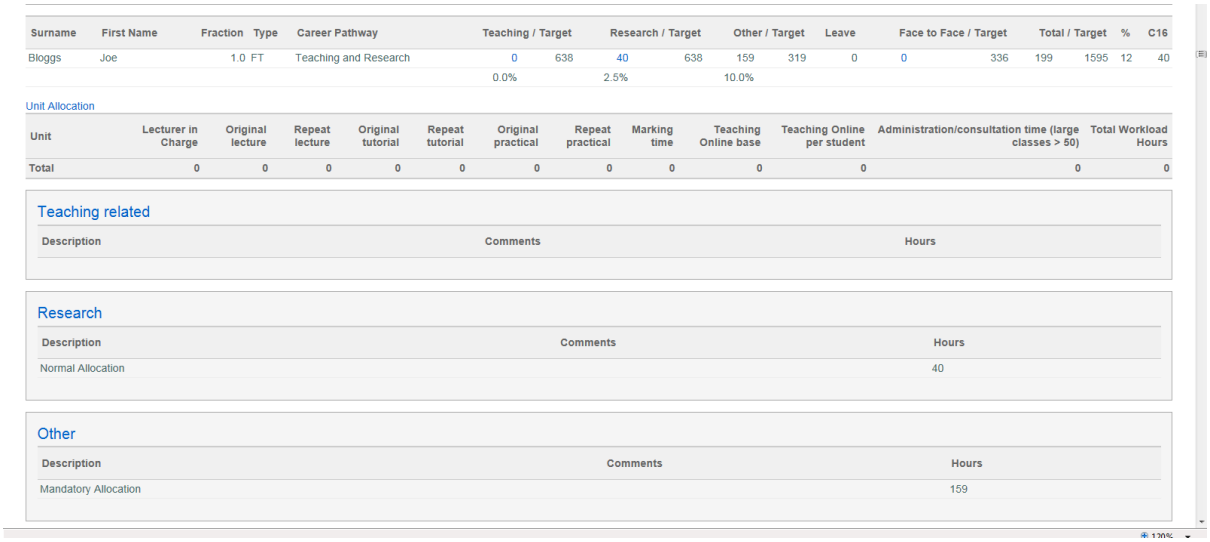
Surname	First Name	Fraction	Type	Career Pathway	Teaching	Target	Research	Target	Other	Target	Leave	Face to Face	Target	Total	Target	%	C16
Bloggs	Joe	1	FT	Teaching and Research	0	638	40	638	159	319	0	0	336	199	1595	12	40

Or HTML under the headings below

Surname	First Name	Fraction	Type	Career Pathway	Teaching / Target	Research / Target	Other / Target	Leave	Face to Face / Target	Total / Target	%	C16

Detailed Staff Report is a list of all the staff in a school, showing the units taught by the staff member and the workload allocations entered under the drop down menus for Teaching related, Research and Scholarship and Other Activities. It can be generated as an Excel file.

Or HTML. All staff are listed. It is not possible to print an individual staff workload by inserting page breaks in an HTML file. You must go to the main Summary page for the staff member. Print produces a staff summary similar to that below.



Surname	First Name	Fraction	Type	Career Pathway	Teaching / Target		Research / Target		Other / Target		Leave	Face to Face / Target		Total / Target		%	C16
Bloggs	Joe	1.0	FT	Teaching and Research	0	638	40	638	159	319	0	0	336	199	1595	12	40
					0.0%		2.5%		10.0%								

Unit Allocation

Unit	Lecturer in Charge	Original lecture	Repeat lecture	Original tutorial	Repeat tutorial	Original practical	Repeat practical	Marking time	Teaching Online base	Teaching Online per student	Administration/consultation time (large classes > 50)	Total Workload Hours
Total	0	0	0	0	0	0	0	0	0	0	0	0

Teaching related

Description	Comments	Hours

Research

Description	Comments	Hours
Normal Allocation		40

Other

Description	Comments	Hours
Mandatory Allocation		159

Sessional Staff reports are generated in the same manner.

Summary Unit Report is a list of all the units in a school. It displays the data from the Unit Summary page. It can be generated as an Excel file or HTML format.

Detailed Unit Report is a list of all the units in a school, showing the Unit Offering Setup and the staff teaching the unit.

The HTML report displays similar data.

Unit	Unit Title	Mode	Lectures	Tutorials	Practicals	Admin	Marking	%
EDSS611 2C 201360	PROFESSIONAL PRACTICE AND DEVELOPMENT	On Campus	0/12	0/12	0/0	0/0	0/0	0

Staff Member	Lecturer in Charge	Original lecture	Repeat lecture	Original tutorial	Repeat tutorial	Original practical	Repeat practical	Marking time	Teaching Online base	Teaching Online per student	Administration/consultation time (large classes > 50)	Total Workload Hours
Total	0	0	0	0	0	0	0	0	0	0	0	0

Unit	Unit Title	Mode	Lectures	Tutorials	Practicals	Admin	Marking	%
EDSS612 2C 201360	THE POSTMODERN GLOBAL WORKPLACE	On Campus	0/12	0/12	0/0	0/0	0/0	0

Staff Member	Lecturer in Charge	Original lecture	Repeat lecture	Original tutorial	Repeat tutorial	Original practical	Repeat practical	Marking time	Teaching Online base	Teaching Online per student	Administration/consultation time (large classes > 50)	Total Workload Hours
Total	0	0	0	0	0	0	0	0	0	0	0	0

Detailed Unit Report (Field Experience) is a similar report to the unit report, but is confined to Field Experience units.

12 Appendix

Summary of new Features of the Academic Workload Planning System (for experienced users)

Ref	New Feature	Change/addition	Use Guide Reference
1.0	Enter Unit on Staff Teaching Summary	Columns deleted from Table: FExp Marking, FExp Admin, FExp Onsite, FExp Super, FExp Contact. Field Experience workload hours have been re-allocated from Teaching and Related to Other Activities	Section 9
2.0	Other Activities drop-down menu	New fields D12-D33 added for entry of Field Experience workload data.	Section 7
3.0	Home button on Welcome page	Allows direct navigation to Welcome page from any screen in the application	Section 2
4.0	Link between Teaching Summary and Unit Summary	Allows direct navigation from a unit in the Teaching Summary to the Unit Offering Set Up Alllows direct navigation from Staff Assignment in a Unit Summary to the Teaching Summary for the staff member	Section 6 Section 10
5.0	Averaging of 2011 and 2012 Research Outputs	Data for 2011 and 2012 Research Outputs for the following elements of the Academic Workload Model: C6, C7, C8, C9, C10, C11, C14, C19, C20, C21, C22, C23, C26 that have been reported to and verified by Research Services has been downloaded from the Research Master data base. The system will average these elements over 2011 and 2012 and the averaged value will be added to the **Research and Scholarship** total within the Staff Summary Table.	Section 7